



Position Description

Position Title:	Project Manager, Real Estate Development	Department:	Real Estate
Reports to:	Senior Project Manager, Real Estate Development	Employment Status:	Full-Time
FLSA Status:	Exempt	Date Created:	April 2020
Representation Status:	Unrepresented	Date Revised:	August 22, 2022

Summary

The primary purpose of this position is to manage, with minimum guidance and direction, the Agency’s affordable housing development and rehabilitation projects as well as assume responsibility to provide supervision and lead direction to Assistant Project Managers and administrative staff as experience and mastery of project management responsibilities develops. Incumbents are assigned moderately complex, rigorous, and politically sensitive housing development and financing projects and are expected to plan, develop, and implement a variety of projects in accordance with Agency rules and regulations, as well as Federal and State housing program requirements. Responsibilities include performing diverse and specialized work involving significant accountability and decision-making responsibility that involves frequent contact with the public. This class is distinguished from the Senior Project Manager classification which performs the most complex and highly sensitive projects while supervising staff at all levels, whereas the supervisory responsibility of Project Managers is more limited in scope to Assistant Project Managers and performance of moderately complex project assignments.

The essential duties and responsibilities listed below support the Santa Clara County Housing Authority’s (“SCCHA”) mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Plans, organizes, oversees, and reviews the work of professional consultants and contractors selected to work on affordable housing development and rehabilitation projects; provides supervision and lead direction to Assistant Project Managers engaged in development projects.
- Leads and oversees development projects through their entire lifecycle, which includes pre-development, site acquisition, design development, community outreach, entitlements, permitting, financing, contracting, budget tracking, reporting, construction, and transfer of completed projects to asset management, including legal document review.
- Ensures moderately complex housing projects are delivered on time and on budget.
- Manages and performs development project activities including creating the financing pro formas; soliciting for, selecting, and managing consultants managing the design development, managing the public outreach process, bidding for and overseeing general contractors and construction; securing necessary permits, ownership transfer and initial tenant occupancy; ensuring successful construction activities and results comply with the construction contract and applicable funding source requirements; and taking an advocacy position for each project.
- Seeks new construction development opportunities from outside sources such as brokers/lenders and developers; negotiates project details with developers, consultants, lenders, attorneys, and other nonprofit and governmental entities; identifies and recommends existing multi-family housing units for Agency acquisition and ownership; performs financial feasibility and environmental review analyses on identified properties; and negotiating land purchase documents and sale agreements as directed by Agency management.

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- Identifies, analyzes, and recommends existing multi-family housing units for Agency acquisition and ownership; performs financial feasibility analyses to demonstrate viability; completes all acquisition activities and transactions, including coordinating the preparation of environmental reports, reviewing and analyzing reports and negotiating land purchase documents and sale agreements.
- Completes applications for funds; pursues new or alternate financing and other resources for project funding such as tax credits, multi-family bonds, grants, outside loans, property trades, etc.; ensures a viable financing plan is approved for each project.
- Structures, negotiates and closes complex bond and tax credit financed transactions when the Agency or its affiliates are the borrowers.
- Develop and prepare a variety of applications for project developments including planning applications, permits, maps and documents on housing development operations and activities; submit documents to local jurisdictions for endorsement.
- Assist in the process of requests for proposal for consultants, analyze proposals; participate in the selection of appropriate contractor for services. Work with other Agency staff to review, analyze and administer contract, and negotiate contract terms for services to be rendered.
- Solicit bids and proposals for equipment repairs, and maintenance and construction activities; work with owner and/or property and other Agency staff in the review and selection of bids.
- Interprets, applies, and explains federal, state, and local laws and regulations, and policies, procedures, and practices of assigned position.
- Evaluates, recommends, and develops improvements in operations, procedures, policies, or methods.
- Prepares and presents clear and concise reports, correspondence, policies, procedures, and other written materials. Researches, analyzes, and evaluates new service delivery methods, procedures, and techniques.
- Conducts research projects, evaluates alternatives, makes sound recommendations, and prepares effective reports including staff and Board reports.
- Effectively represents the Department and the Agency in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establishes and maintains a variety of filing, record-keeping, and tracking systems.
- Organizes and prioritizes a variety of projects and multiple tasks in an effective and timely manner; organizes own work, sets priorities for self and others, and meets critical timelines/deadlines.
- Uses tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.

QUALIFICATIONS

Education and/or Experience

Any equivalent combination of education and experience likely to provide the required core competencies may be considered. A typical combination that is qualifying may include:

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A bachelor's degree from an accredited four-year college or university with major coursework in community development, business, economics, urban planning, or a related field and two (2) years of progressively responsible experience. Experience as a functional, lead or and/or direct supervisor over development staff with responsibility for residential property development, acquisition, and/or rehabilitation, and Low-Income Housing Tax Credit (LIHTC) from applications and financing through conversion, to permanent financing is preferred.

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

Core Competencies

This position requires the incumbent to exhibit the following behaviors, knowledge, skills and abilities:

Advancing Inclusivity and Leveraging Diversity: Works to create a culture of inclusivity where individuals of diverse cultures, demographics, interpersonal styles, abilities, motivations or backgrounds are and feel valued for their unique perspective and talent; inspires and makes the most effective use of the capabilities, insights and ideas of all individuals.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

Customer/Client Service: Meets/exceeds the expectations and requirements of internal and external customers and clients; identifies, understands, monitors, and measures the needs of both internal and external customers and clients; talks and acts with customers and clients in mind. Values and recognizes work colleagues as customers.

Effective Communication: Ensures important information is clear, concise and organized to be passed to those who need to know verbally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others. Actively listens and understands the audience to adapt messages appropriately. Applies knowledge of methods and techniques for the development of effective presentations, business correspondence, and information distribution based on audience needs.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Integrity: Exhibits honesty with oneself, coworkers, and customers. Stands up for what is fair, honest, ethical, and morally right even, in the face of opposition.

Job Knowledge and Skill: Exhibits requisite knowledge, skills, and abilities to perform the position effectively including planning, scheduling, assigning, and reviewing the work of professional consultants and support staff assigned to manage the Santa Clara County Housing Authority's (Agency) affordable housing development and rehabilitation projects through their entire lifecycle, including developing the scope of work, identifying and acquiring the funding necessary for assigned projects, construction management and inspection, and transfer of completed project to owner/asset management.

Judgement & Decision Making: Exhibits sound reasoning and critical thinking skills by making decisions in line with established Agency expectations. Make decisions in compliance with the law and Agency policies and subordinate personal interests and views while representing the Agency acting in an official capacity.



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Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed; establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.

Technical Skills: Exhibits requisite knowledge, skills and ability to perform duties using computers and peripheral equipment, and software skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn computer software programs as required by assigned tasks.

Work Environment/Physical Demands

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, rough terrains, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Agency and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, virtually and over the telephone.

Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. The field environment requires the mobility to walk long distances, traverse uneven, hilly terrain, climb ladders, and stairs. The field work requires the agility to inspect temporary, unfinished, construction sites and access points, which may include entry into confining spaces and inspecting sites of significant height. Requires the ability to operate a motor vehicle to visit various Agency development and meeting sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]