

**Position Description**

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|-------------------------------|---|---------------------------|-------------------|
| <b>Position Title:</b>        | Senior Project Manager, Real Estate Development | <b>Department:</b>        | Real Estate       |
| <b>Reports to:</b>            | Real Estate Development Manager                 | <b>Employment Status:</b> | Full-Time         |
| <b>FLSA Status:</b>           | Exempt  | <b>Date Created:</b>      | August 24, 2022   |
| <b>Representation Status:</b> | Unrepresented                                   | <b>Date Revised:</b>      | November 18, 2024 |

**Summary**

The primary purpose of this position is to plan, schedule, assign, and review the work of staff and consultants at all levels performing professional, technical and administrative support functions and the day-to-day development activities within the Real Estate Department for the Santa Clara County Housing Authority (Agency); provides oversight to staff responsible for identifying potential project sites; facilitating real property acquisitions; creating financial pro formas; monitoring the construction and/or rehabilitation of affordable housing units; and providing responsible and complex professional assistance to the Real Estate Development Manager and Assistant Director of Real Estate Development while maintaining connection and communication across the team, providing strategic consultation to others, and suggesting creative solutions in the supervision and project management of the most highly complex, demanding, and politically sensitive real estate development projects.

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, supervises, and oversees staff including Assistant Project Managers, Project Managers, as well as the daily functions, operations, and activities of assigned projects, including acquisition, design, development, community outreach, entitlements, permitting, construction administration and/or rehabilitation of affordable housing projects, including financing, refinancing, and legal document review.
- Ensures the most highly complex, demanding, and sensitive housing projects are delivered on time and on budget.
- Participates in forecasting revenue needed for department operations, real property acquisition, and construction.
- Applies for and oversees applications for public and private financing, including taxable and tax-exempt bonds financing, Low Income Housing Tax Credits (LIHTC), and State and federally funded programs; and structures, negotiates, and closes complex bond and tax credit financed transactions when the Agency or its affiliates are the borrowers.
- Selects, trains, motivates, and directs assigned personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Ensures that all completed projects are successfully transferred to Asset Management.

## **Position Description**

- Maintains visibility for the Agency's affordable housing programs within the real estate, land development, financial, and governmental communities to promote, develop and actualize affordable housing opportunities through community partnerships.
- 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, public and private 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, cooperative, 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:*

A bachelor's degree from an accredited four-year college or university with major coursework in community development, real estate development, affordable housing development, business, economics, urban planning, or a related field and three (3) years of progressively responsible experience in residential property development, acquisition, and/or rehabilitation, Low-Income Housing Tax Credit (LIHTC) from applications and financing through conversion, to permanent financing. Experience directly supervising Project Managers with responsibility for affordable housing and development programs, budgets, activities and staff is highly desirable and preferred. A master's degree specializing in urban planning, real estate development, and affordable housing development or related field may be considered to substitute one (1) year of work experience.

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.

## Position Description

### 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 acquisition, design, development, construction administration and/or rehabilitation of affordable housing units, financing and refinancing of housing projects, and budget development; knowledge of regulations, principles, practices, methods, and procedure of LIHTC, tax exempt bond, Housing and Urban Development (HUD), and other affordable housing funding programs as they apply to the assigned position. Uses appropriate judgment & decision making in accordance with level of responsibility; and researches and reports on various topics using a broad range of methods, techniques, and procedures.

*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.

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

*Strategic Capability and Leadership:* Serves as a role model to others by keeping the agency's mission, vision and values at the forefront of decision making and action; applies administrative and leadership principles and practices to work, including strategic goal setting and program and policy development, implementation, and evaluation; supports a culture of professional employee development through mentoring and coaching; provides direction by effectively supporting and/or setting course of action for department, direct reports, and team members.



**Position Description**

Supervising and Managing Team Success: Operates effectively within the agency and monitors, supervises and manages, people, resources and risk. Has knowledge of and ability to apply principles and practices of workforce management and employee supervision in the analysis and evaluation of projects, programs, policies, procedures, and operational needs; monitors people and program performance by providing regular feedback and reinforcement to direct reports and team members.

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**

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**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Name [printed]**