



Position Description

Position Title:	Project Coordinator	Department:	Real Estate
Reports to:	Chief Real Estate Officer	Employment Status:	Full-Time
FLSA Status:	Non-Exempt	Date Created:	March 2018
Representation Status:	Unrepresented	Date Revised:	March 2026

Summary

The primary purpose of this position is to perform a variety of technical and administrative support tasks for the Santa Clara County Housing Authority’s (Agency) Real Estate Department, responds to inquiries for information and researches and assembles information from a variety of sources for the completion of topics requested, specialized projects and/or forms for reporting; monitors and reconciles and records departmental, operational, fiscal, financial and statistical records; types and composes correspondence, reports, contracts, agreements, specialized forms, technical and statistical material and other documents from drafts, notes or briefs including monitoring and reporting on project budgets; performs related work as required.

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.

- Coordinates relevant administrative functions in support of the Agency’s existing housing portfolio and new construction and rehabilitation projects, including receiving and screening calls, providing information, referring matters to appropriate staff and resolving complaints as appropriate; screening incoming correspondence and arranging items by priority for prompt response or action; acting as liaison to other departments and agencies; coordinating calendars, events and related logistics; and arranging and preparing materials for meeting, and events.
- Attends and coordinates meetings, services, and events with vendors, community partners, and other stakeholders, including those that may be scheduled during evening and weekend hours.
- Supports the Department in ongoing compliance and project close-out requirements with lenders, investors, regulators, and others.
- Participates in departmental projects and studies requiring coordination of activities across departmental and functional lines.
- Develops and implements file, index, tracking, and record-keeping systems; research records within areas of assigned responsibility to prepare reports and provide follow-up information to inquiries.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Provides assistance during compliance reporting or due diligence periods to staff, lenders, investors, community groups and outside agencies involved in affordable housing asset management, rehabilitation or development activities and may attend public hearings and tenant meetings.
- Performs operational tasks such as monitoring budget and expenditures; maintains accounts payable and account receivable processes including coding of invoices, contract billing records,

Position Description

preparation of check requests and processing of checks with the Finance Department.

- Assists the Asset Management and Development teams with a variety of financial tasks, like the preparation of monthly draw requests and annual cash flow distributions.
- Performs clerical and data entry tasks as needed to track property performance and project financing and progress; monitors a variety of special projects/tasks; keeps the Real Estate leadership team and relevant internal stakeholders advised in a timely manner of critical dates and actions required; initiates required correspondence.
- 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. Research, analyze, 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:

An associate's degree and two years of experience providing administrative support in the community development, real estate, affordable housing, finance, public or business administration or related field. Certification as a California Notary Public is desirable.

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

Position Description

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 organizational and coordination practices as applied to the analysis, evaluation, development and implementation of programs, policies, procedures, along with research processes, report preparation techniques, administrative functions, such as database management, project financing, budgeting, risk and safety management, goals, objectives, operational entities, requirements, and activities 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.

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; however, this class may be performed in an environment with exposure to various odors/fragrances. 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



Position Description

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. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. 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. 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]