

**OCTOBER 2021  
FLSA: EXEMPT**

## **PROJECT MANAGER**

### **DEFINITION**

Under general direction, oversees assigned projects and initiatives in support of the Alameda Housing Authority (Authority)'s housing, neighborhood, and community revitalization programs, which may include development of tax credit affordable housing, new construction or rehabilitation of existing residential properties, homeownership projects and programs, and the administration of program funding and regulatory compliance. Provides highly responsible and complex professional assistance to the Director of Housing Development in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Housing Development. May exercise functional direction over technical and clerical staff.

### **CLASS CHARACTERISTICS**

This position classification is responsible for overseeing and coordinating project management for rehabilitation and/or new construction projects that are funded through a variety of private, federal, state and local sources, including LIHTC. The incumbent organizes and oversees day-to-day planning, design and implementation of complex projects with necessary assistance from specialized consultants and agency staff. The Project Manager also participates in short- and long-term planning of department goals and objective. Successful performance of the work requires skill in coordinating divisional work with that of other departments, divisions, and outside agencies. This class is distinguished from the Senior Project Manager class in that the latter has primary responsibility for the complete development process, from entitlements through lease up.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Manage rehabilitation or development projects of housing units; including project coordination, financing, contracting, and negotiating with consultants and contractors, regulators and other interested parties.

- Assist in the process of solicitations for consultants and contractors, analyze proposals; participate in the selection of appropriate contractor for services. Work with other Agency staff to negotiate contract terms for services to be rendered and view, analyze and administer contract.
- Collect, compile, and analyze housing programs information from various sources; prepare reports which present and interpret data; identify options and alternatives; make and justify recommendations.
- Review and oversee the preparation and dissemination of Requests for Proposals or Qualifications, Notices of Funding Availability and other solicitations; responds to questions and inquiries from respondents; evaluates proposals and makes recommendations to Senior Management, the Board of Commissioners and/or the City Council.
- Using organizational templates, prepare real estate financial projections for lease, purchase, acquisition term, construction and permanent financing, and analyze the financial feasibility of alternate income and cost assumptions.
- Support construction closing activities such as provision of due diligence, monitoring process for required documents and signatures, review layered requirements in documents, assure that all insurance requirements are satisfied, and summarize transaction for management decisions.
- Participate in the development, administration, and monitoring of assigned project budget(s) and fiscal activities; tracks expenditures; projects future funding needs; identifies appropriate and available funding sources; oversees funding disbursement; responds to questions regarding appropriate uses of funding; maintains relevant records and documentation.
- Pursue resources for project funding including private and public sources such as tax credits; ensure a viable financing plan is approved for each project. At owner-occupied properties, screen and qualify program participants.
- Prepare necessary documents required for Planning or Utility agency approvals; prepare and submit applications for building permits.
- Direct, monitor, and evaluate the work of assigned consultants, contractors, and/or grantees according to the Authority's standards and pertinent agreements/contracts; assists in the development of appropriate contract language; provides clear, concise, and consistent direction; acts as a resource and Authority representative to consultants, contractors, and/or grantees regarding administrative and operational policies, procedures, and guidelines.
- Assists to develop and implement Section 3 programs and Davis Bacon labor compliance programs as required. Prepare and submit reports and documents as needed.
- Gather data needed to complete reports required by HUD, or other regulatory agencies and ensure compliance with current regulatory guidelines.

- Prepare, review, and present staff reports, various management and information updates, and reports on assigned programs and special projects to a variety of committees, the Board, and the general public.
- Provide technical support to lower classifications by reviewing their work; answer questions by researching and interpreting applicable policies and regulations.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Applicable federal, state, and local regulations as they relate to housing and community development programs and reporting requirements.
- Principles and practices of: local government, grant development and administration, urban planning, community redevelopment, real estate, building and housing codes, housing issues, general accounting and project management. Knowledge of CDBG, HOME or other HUD funded program is preferred.
- Public, private and non-profit funding sources and regulations applicable to the development, acquisition and rehabilitation of affordable housing.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Public Agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Real estate principles, market analysis, operating costs, and development costs to analyze and conduct financial feasibility.
- Construction loan closings with tax credits and public funding, including managing due diligence, responding to funder questions, and reviewing legal documents and insurance requirements.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility. Knowledge of lead hazards and protocol for lead based paint inspections.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Authority in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff.

**Ability to:**

- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas.
- Review and understand construction plans and specifications; prepare bid documents; administer construction contracts.
- Assist in preparing and administering program and project budgets; allocate limited resources in a cost effective manner.
- Effectively administer assigned programs and administrative activities.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations and procedures.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university plus a minimum of three (3) to five (5) years of relevant experience in affordable housing or community development program or project management.

### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment. Must be able to be insured under AHA's owned automobile insurance policy.

### **PHYSICAL DEMANDS**

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 Housing Authority and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although the job involves fieldwork requiring frequent walking in operational areas to inspect projects, identify problems or hazards 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 weighing up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees, when working in the field, may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, 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.