

HOUSING DEVELOPMENT SPECIALIST

DEFINITION

Under general direction, provides technical services and support to the real estate development team for rehabilitation and/or new construction projects that are funded through a variety of private, federal, state and local sources, including LIHTC, 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 responsible and technical 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 receive work direction and functional supervision from higher level staff. Exercises no supervision of staff but may provide technical guidance or assistance to clerical staff.

CLASS CHARACTERISTICS

This is the entry level class in the Project Manager series. This position classification is responsible for providing technical assistance and support to the Housing Development department and organizing day-to-day planning and implementation of projects with necessary assistance from specialized consultants and agency staff. The Housing Development Specialist manages assigned tasks throughout the process of real estate development of affordable housing, with oversight from senior staff.

The Housing Development Specialist also participates in short- and long-term planning of department goals and objective. At this level, a certain amount of independence has been reached. Incumbents may act as a team leader for their assigned functional area. This class is distinguished from the Associate Project Manager class in that the latter has primary responsibility for tasks in the development process, including management of smaller development projects, and the Project Manager class in that the latter has primary responsibility for oversight of assigned development projects, including project coordination of larger, more complex projects.

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.

- Assist with assigned aspects of rehabilitation or development projects of housing units; including supporting project coordination, financing, and contracting.
- Assist in the process of solicitations for consultants and contractors, provide input to the preparation of Requests for Proposals or Qualifications, Notices of Funding Availability and other solicitations; review proposals; and participate in the selection of appropriate contractor for services. Prepare drafts of contracts for consultants and contractors.
- Collect, compile, and analyze housing programs information from various sources.
- Create and maintain checklists and scoring templates for local and state-wide housing funding programs.
- Research and report on zoning, physical conditions, ownership records and other information related to real estate development projects.
- Under supervision, 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; assists in the maintenance of project accounting, budget reconciliations, cash management and other accounting related tasks relating the projects and department budgets. Maintain relevant records and documentation.
- Research and report on resources for project funding including private and public sources such as tax credits.
- Prepare project narratives and assist in preparing applications/proposals for funding.
- Assist in the preparation of necessary documents required for Planning or Utility agency approvals; assist with preparation and submission of applications for building permits.
- Assist in implementing and coordinating the due diligence processes, preparation of all types of loan draw requests, and documentation for funders.
- Assist in the documentation and follow up of meetings of development team including architects, general contractors, engineers and other consultants.
- Prepare check requests, invoices, contracts, and budgets/proformas for review by Director.
- Assists with implementation of 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.

- 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, urban planning, community redevelopment, real estate, building and housing codes, and housing issues.
- Techniques for general accounting and project management.
- 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 and administrative practices.
- Construction loan closings with tax credits and public funding, including procedures for due diligence, and reviewing legal documents and insurance requirements preferred.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations, business correspondence, and information distribution.
- Principles and procedures of record keeping, research and reporting methods, techniques, and procedures.
- Filing techniques, including indexing and cross-referencing methods.
- Document and report production methods.
- Principles and practices of data collection and report preparation.
- Business letter writing and the standard format for reports and correspondence.
- 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; assist with administration of construction contracts.
- Assist in preparing and monitoring program and project budgets.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and propose improvements in operations and procedures.

- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct 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 one (1) year of relevant experience in affordable housing real estate development or a community development program.

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.
- Possess or able to obtain California Notary Public License within 6 months of hire

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.