



APRIL 2023
FLSA: EXEMPT

SENIOR PROJECT MANAGER

DEFINITION

Under general direction, oversees assigned projects and initiatives in support of the Alameda Housing Authority (Authority)'s affordable housing, neighborhood and residential revitalization programs. This may include financing and managing new construction affordable development, managing the repair and renovation of occupied properties, acquisition and rehabilitation of properties, and administration of entitlements for projects. Provides highly responsible and complex professional assistance to the Housing Development Department and 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 and be assigned to provide direct supervision to other 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. 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 HD department work with that of other departments and outside agencies. This class is distinguished from the Project Manager class in that the Senior Project Manager has primary responsibility for the complete development process, from entitlements through lease up.

EXAMPLES OF ESSENTIAL 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 new housing development, rehabilitation projects, capital improvement including project entitlements, financing, contracting, and negotiating with consultants and contractors, regulators and other interested parties.
- Review and oversee the preparation and dissemination of Requests for Proposals or Qualifications, Notices of Funding Availability and other vendor solicitations in compliance with the Authority's procurement policies; responds to questions and inquiries from respondents; evaluates proposals and makes recommendations to Senior Management, the Board of Commissioners and/or the City Council.
- Evaluate capital needs and prioritize and recommend projects based on physical needs assessments and inspection reports.
- Manage 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 to administer contract.
- Collect, compile, and analyze project related information from various sources; prepare reports that present and interpret data; identify options and alternatives; make and justify recommendations.
- 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; manages construction budgets; oversees funding disbursement; responds to questions regarding appropriate uses of funding; maintains relevant records and documentation.
- Develop and prepare a variety of applications for project developments including funding applications, planning, and building applications such as rezoning applications, permits, maps, and documents on housing development operations and activities; submit documents to local jurisdictions for endorsement.
- Direct, monitor, and evaluate the work of assigned consultants, contractors, and/or vendors 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 vendors regarding administrative and operational policies, procedures, and guidelines.
- Assists to develop and implement Section 3, state and local prevailing wage, and Davis Bacon labor compliance programs as required. Prepare and submit reports and documents as needed.
- Prepare and submit necessary reports to certain funding and/or 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 of Commissioners, and the general public.
- Provide technical support to lower classifications by reviewing their work; respond to 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 real estate development housing construction.
- Advanced level knowledge of, and experience in utilizing the Low-Income Housing Tax Credit program (LIHTC) and other affordable housing funds, such as project-based vouchers, MHP, AHP, local homeless funding, including layering multiple funding sources.
- Construction management including new development; Construction draw management and project stabilization.
- Principles and practices of local government, urban planning, community redevelopment, real estate, building and housing codes, housing issues, general accounting, project management.
- Zoning and land use principles and processes.
- Environmental regulations related to development, CEQA and NEPA clearance procedures.
- 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.
- Organization and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility. Working knowledge of hazardous materials abatement, encapsulation, and reporting.
- 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:

- Manage complex affordable housing projects, including LIHTC funded programs, from feasibility through financing, design, construction, lease up and stabilization.
- Assist in developing, evaluating, improving, and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost effective manner.
- Effectively administer a variety of programs and administrative activities.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- 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 which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Graduation from an accredited four-year college or university with a major course of study in architecture, engineering, project management, urban studies, public administration or a related field, plus a minimum of five years of relevant experience in housing development project management, three years of which should be in LIHTC affordable housing project management. Some supervisory experience and a master's degree are preferred.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California driver's license by time of appointment and ability to meet the driving record requirements for coverage under agency's auto liability 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.