

ASSOCIATE PROJECT MANAGER

DEFINITION

Under general direction, provides technical services and analysis 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 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 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 a middle-entry class in the Project Manager series. This position classification is responsible for providing technical assistance and analysis 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 Associate Project Manager manages smaller affordable housing projects throughout the real estate development process, and coordinates aspects of larger projects with oversight from senior staff. The Associate Project Manager also participates in short- and long-term planning of department goals and objectives. This class is distinguished from the Project Manager class in that the latter has primary responsibility for oversight of assigned development projects, including project coordination.

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.

- Conduct assigned tasks of rehabilitation or development projects of housing units; including supporting project coordination, financing, and contracting.

- Conduct 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; analyze 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; prepare reports which present and interpret data; identify options and alternatives; make and justify recommendations.
- Research and report on zoning, physical conditions, ownership records and other information related to real estate development projects.
- Using organizational templates, assist with preparation of real estate financial projections for lease, purchase, acquisition term, construction and permanent financing, and analyze the financial feasibility of alternate income and cost assumptions.
- Under supervision, conduct 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.
- Conduct the development, administration, and monitoring of assigned project budget(s) and fiscal activities such as 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 resources for project funding including private and public sources such as tax credits, identify new policy initiatives, and prepare feasibility analyses. .
- Prepare project financial analysis, narratives and prepare applications/proposals for funding.
- Prepare 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.
- Coordinate and document meetings of development team including architects, general contractors, engineers and other consultants on select project tasks.
- Prepare check requests, invoices, contracts, and budgets/proformas for review by Director.
- Coordinate requirements Section 3 programs and Davis Bacon labor compliance programs as required by select project tasks. 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.
- 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 procedures for due diligence, and reviewing legal documents and insurance requirements.
- 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.
- 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.

- 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 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 two (2) to four (4) years of relevant experience in affordable housing real estate development or community development program or project management. Specific affordable housing finance training, such as LISC, NeighborWorks, ULI or other coursework is preferred.

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.