**HOUSING COMMISSION**   
Howard County

**Job Description: Development Associate, Division of Development Finance & Project Management**

Annual Salary Range: $50,491 - $90,491

Closing Date: October 26, 2016 at 5:00 PM Eastern Time

Send Resume to Judy Davis at [jdavis@househoward.org](mailto:jdavis@househoward.org)

Or mail to: Howard County Housing Commission

6751 Columbia Gateway Drive

Columbia, Maryland 21046

Attention: Judy Davis

**Summary of Position:**

Under the direction of the Chief of Development Finance & Project Management, the Development Associate is responsible for assisting in the review, analysis and project management of residential multi-family and single-family development, redevelopment and rehabilitation projects, real estate acquisitions, financings and re-financings. In addition, the Development Associate may be assigned to manage a portfolio of new development, redevelopment, and/or rehabilitation projects. The Development Associate will provide support to the Senior Development Officer.

**Responsibilities/Duties:**

Including the following, other duties may be assigned:

1. Assist in all project development matters, including planning, financing, and construction management of rental housing development projects, for-sale housing development projects, and projects for the acquisition and/or rehabilitation of rental and for-sale properties.
2. Assist in drafting solicitations for the development team contractors and coordinating the contractor selection process.
3. Prepare or review and analyze project budgets and financing plans.
4. Draft and prepare applications for grant and loan funds.
5. Assist in negotiating financing documents and coordinating the due diligence process with attorneys and lenders.
6. Assist in coordinating with architects, engineers, and builders and overseeing the development of site plan and construction documents; shepherd the site plan and construction documents through the County review process.
7. Organize financial closings.
8. Assist in overseeing construction progress and the funding of draws to assure completion on time and on-budget; evaluate, review and process construction draws, change orders and invoices in a timely manner.
9. Coordinate the collection, organization, and analysis of data/information necessary for project reports and program performance evaluations.
10. Facilitate required public meetings and public hearings.
11. Attend architect, construction and community meetings as directed.
12. Prepare analyses and reports for internal management, as directed.
13. Research best practices and potential funding sources in mixed-income, mixed-finance and sustainable design.
14. This position will report to the Chief of the Division of Development Finance and Project Management and assist the Senior Development Officer.

**Minimum Education/Experience:**

Bachelor’s degree in Business Administration, Architecture, Finance, Urban Planning or Construction Project Management or a related field; and 2 years of experience in the real estate development and/or financing field; or the equivalent combination of education, training and experience.

**Knowledge, Skills and Abilities:**

* + - 1. Strong working knowledge of real estate development, construction and finance.
      2. Familiarity with affordable housing finance programs such as Low Income Housing Tax Credits, housing revenue bonds, CDBG, and HOME.
      3. Advanced knowledge of the principles and techniques of budgeting, accounting, and underwriting of real estate transactions.
      4. Demonstrated ability to develop, write, and implement development budgets and pro formas. Ability to gather, analyze, and evaluate a variety of data.
      5. Working knowledge of multi-family and single-family housing design, construction and rehabilitation processes and practices.
      6. Experience in the administration of construction, architectural, and engineering contracts.
      7. Knowledge of general finance and accounting principles.
      8. Demonstrated ability to solve problems and seek new solutions to maximize the financial performance, value, sustainability, physical condition and appearance of an assigned housing portfolio through effective project management and monitoring.
      9. Computer skills necessary for producing finished planning documents, project schedules and proposals using Microsoft Office Suite (Word, Excel, Power Point, etc.), or similar applications.
      10. Demonstrated professional behavior and teamwork, punctuality, and dependability.
      11. Ability to communicate effectively both orally and in writing.
      12. Ability to think strategically and analytically.
      13. Highly organized, self-motivated, self-starter, resourceful and multi-tasker.

**Language Skills:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Mathematical Skills:**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Certificates, Licenses, and Registrations:**

Class C MD Driver's license.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**For questions call Judy Davis at (410) 313-6316**