DC Government Career Opportunities

Job Title:	Housing & Development Project Manager
Requisition Number:	JO-1706-9036
Grade:	13
Salary Range:	$87,657.00 - $112,956.00
Promotion Potential:	
Agency:	Dept Housing and Comm Dvlpmt
Location:	1800 MLK Ave SE (DHCD)
Area of Consideration:	Open to the Public
Opening/Closing Date:	6/8/2017 - 6/18/2017

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Job Summary

This position is located in the Development Finance Division, Department of Housing and Community Development (DHCD). DHCD's Development Finance Division (DFD) provides funding for the development of affordable rental and home ownership developments, as well as community facilities. As the key division for both the creation and preservation of affordable housing units, DFD plays a prominent role in helping the agency its annual multifamily housing production.

The incumbent prepares cost benefits analyses comparative analyses, and economic feasibility studies to support decisions made on development projects.

He/she prepares requests for proposals for residential and commercial development projects and manages the evaluation and selection process of these projects.

He/she advises prospective developers regarding the Department's administered development plans, zoning requirements, and project objectives.

The incumbent coordinates the preparation of disposition documents for long term leases. Monitors construction projects through to completion. Tracks performance data from development projects.

Qualification

- Thorough knowledge of the mission, goals and objectives of the Department of Housing and Community Development.
- Thorough knowledge of credit and loan analyses principles involved in realty loans; financial structures and practices of business organizations.
- Knowledge of financial principles, economic development, and real estate transactions.
- Thorough knowledge of housing rules, regulations, policies and procedures.
- Ability to communicate effectively both orally and in writing; understanding of business financial structures and management practices.
- One (1) year of which should be equivalent to at least the CS-12 grade level in the District of Columbia Government service.

Licensures, Certifications and other requirements

N/A

Work Experience and Education

Graduation from an accredited four-year college or university with a Bachelor's Degree plus five (5) years of specialized experience performing duties related to the position, one (1) year of which should be equivalent to at least the CS-12 grade level in the District of Columbia Government service.

OR

An equivalent combination of education and specialized experience.

Work Environment
The work is performed in an office setting.

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