

Housing Community Developer IV - Senior Project Manager

Salary - \$76,271.52 - \$127,119.62 Annually

Location - FAIRFAX (FH22), VA

Job Type - FT Salary W BN

Department - Housing & Community Dev

Job Number - 22-00485

Closing - 3/11/2022 11:59 PM Eastern

Pay Grade - S29

Posting Type - Open to General Public

To apply: [Housing Community Developer IV - Senior Project Manager](#) | [Job Details tab](#) | [Career Pages \(governmentjobs.com\)](#)

Job Announcement

Manages the development, design and construction of major housing projects. Responsible for the overall management of capital improvement projects including land development, design, and construction of housing projects. Housing projects may include rehabilitation of existing buildings or new construction. Acting as the agency representative, responsible for the negotiations of Public-Private partnership agreements and manage project implementation, including schedule and budget. Ensures compliance with federal, state, and local requirements. Conducts feasibility studies to determine projects' implementation strategies. Keeps stakeholders and community groups informed of project progress. Ensures design plans are coordinated with end users and stakeholders. Requires knowledge of public procurement regulations relating to acquisition of architect/engineer, construction, and professional services. Reviews construction documents to ensure mechanical systems conform with best practices and green building requirements for multifamily construction. Ensures housing project development, design and construction are completed on schedule, within budget, and meets project plans and specifications. Leads a diverse team of project stakeholders in the successful management of assigned projects using a team-based approach.

Illustrative Duties

(The illustrative duties listed in this specification are representative of the class but are not an all-inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Manages capital improvement projects including rehabilitation and new construction projects which involve multiple agencies and community stakeholders;
Serves as agency representative, managing project development, design, construction, schedule and budget;
Conducts feasibility studies in order to determine project implementation strategies;
Works in a team environment to negotiate public-private partnership agreements;
Leads a diverse team of project stakeholders and staff in the successful management of assigned projects;
Coordinates with end users and other interested agencies regarding design plans;
Prepares project cost estimates, schedules and budget documents;
Ensures compliance with federal, state and local requirements;
Informs senior officials, state and federal agency contacts and community groups of project progress.

Required Knowledge Skills and Abilities

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all-inclusive list.)

Advanced knowledge of applicable federal, state and local regulations;
Advanced knowledge of the theories, concepts, principles and practices of the housing development process, housing and real estate finance, or services for low income persons;
Advanced knowledge of building construction practices, and codes;
Ability to understand, interpret, explain, and apply applicable federal, state, and local laws and regulations;
Ability to communicate effectively in verbal, written and graphic forms;
Ability to supervise others;
Ability to establish and maintain effective working relationships with public officials, private developers and contractors, citizen groups and community residents;
Ability to lead multiple projects from concept through implementation;
Ability to coordinate project participants from multiple organizations, motivating them toward project completion;
Ability to prepare clear and concise reports.

Employment Standards

MINIMUM QUALIFICATIONS:

Any combination of education and experience equivalent to a bachelor's degree in architecture, engineering, or related field, plus four years of progressively responsible managerial experience in real estate development. A master's degree in a related field may be substituted for one year of the required experience.

Click [here](#) to learn how Fairfax County interprets equivalencies for "Any combination, experience, and training equivalent to"

CERTIFICATES AND LICENSES REQUIRED:

Driver's license.

NECESSARY SPECIAL REQUIREMENTS:

The appointee to this position will be required to complete a criminal background check and a driving record check to the satisfaction of the employer.

All newly hired employees are required to be fully vaccinated against COVID-19 (two weeks after the last required dose) as a condition of employment or obtain approval of a medical or religious exemption **prior to their start date**. Proof of an exemption or vaccination status will be required during the pre-employment onboarding process. New employees who obtain an exemption from the vaccine mandate for medical or sincerely held religious beliefs will still be subject to the weekly testing requirement. Vaccinated employees and employees with a medical or religious exemption will complete the attestation online on their first day of employment or shortly thereafter.

PREFERRED QUALIFICATIONS:

- Five years of progressively responsible experience in the development, budgeting, design, construction, project management, and construction contract administration of complex capital projects;
- Possession of a college degree in engineering or architecture;
- Possession of a valid Virginia Professional Engineer or Registered Architect license;
- Excellent oral and written communication skills;
- Knowledge of local, state, and federal building codes;
- Demonstrated expertise in managing multiple capital projects concurrently;
- Demonstrated innovative and efficient project management practices;
- Experience in conducting public meetings on capital project issues;
- Experience with Microsoft Office software (Word, Excel, PowerPoint and Project);
- Ability to work in a fast-paced collaborative team environment; and be oriented toward providing outstanding customer service to user agencies and project stakeholders.

PHYSICAL REQUIREMENTS:

Requires the ability to operate keyboard driven computer; visual acuity to read data on computer monitor; ability to communicate in person and on phone; drive a motor vehicle; walk construction sites to inspect progress of project; walk, bend, reach and lift up to 25 pounds. Duties may be performed with or without reasonable accommodations.

SELECTION PROCEDURE:

Panel interview.

Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity,

genetics, political affiliation, or military status in the recruitment, selection, and hiring of its workforce.

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. EEO/AA/TTY.