

Project Coordinator - Associate Director, Preservation

Salary - \$81,571.98 - \$135,952.96 Annually

Location - FAIRFAX (FH22), VA

Job Type - FT Salary W BN

Department - Housing & Community Dev

Job Number - 21-02377

Closing - 11/19/2021 11:59 PM Eastern

Pay Grade - S31

Posting Type - Open to General Public

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/3294003/project-coordinator-associate-director-preservation?keywords=project%20coord&pagetype=jobOpportunitiesJobs>

Job Announcement

Serves as the Associate Director, Preservation within the Affordable Housing Development Division. The position supports the Fairfax County Board of Supervisors and Redevelopment and Housing Authority (FCRHA) in its work to preserve, expand and facilitate affordable housing opportunities in Fairfax County by focusing primarily on preserving existing affordable housing units. Supports the implementation of Fairfax County and the FCRHA's One Fairfax policy by being committed to inclusion of diverse ideas and perspectives and through preservation of existing affordability in all parts of the County. Implements the Fairfax County Board of Supervisor endorsed Affordable Housing Preservation Task Force Recommendations for the county's multifamily (four or more units) rental stock of market affordable and committed affordable housing and works to implement the Communitywide Housing Strategic Plan. Serves as point of contact for external development partners regarding potential preservation opportunities. Coordinates with HCD Real Estate Finance staff related to potential financial sources specifically for preservation as well as when preservation opportunities arise, and developers apply for available County financial resources. Pursues creative partnerships and financial sources for preservation in accordance with the Preservation Task Force Recommendations.

Develops and manages the county's affordable housing "early warning system" to achieve the county's goal of no net loss of existing affordable housing. Provides preservation project coordination with staff in the Departments of Planning and Development and Land Development Services. Participates in the development and implementation of the countywide Community Engagement Communications Strategy to convey the value of preservation and that affordability is critical to maintain for the county at-large.

Utilizes excellent communication skills, strong leadership and problem-solving skills to address challenges with every preservation opportunity. Works in partnership with

boards, commissions, and authorities, and represents the agency at FCRHA meetings and other community meetings and/or groups, as needed.

Note: This position is classified as "Emergency Service Personnel".

Employment Standards

MINIMUM QUALIFICATIONS:

[Any combination of education, experience, and training equivalent to the following:](#)

(Click on the aforementioned link to learn how Fairfax County interprets equivalencies for "Any combination, experience, and training equivalent to")
Graduation from an accredited four year college or university with a Bachelor's degree in Urban/Regional Planning, Architecture, Landscape Architecture, Engineering, or a related field, and six years of progressively responsible experience in or affiliated with land planning and/or redevelopment.

CERTIFICATES AND LICENSES REQUIRED:

A valid driver's license.

NECESSARY SPECIAL REQUIREMENTS:

The appointee to this position will be required to complete a criminal background check, a driving records check and a credit report 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:

- Bachelor's or Master's in real estate finance, public or business administration or planning.
- Experience creating and presenting large scale presentations for a variety of audiences to include Boards.
- Experience working with federal, state, and local agencies.
- Experience developing and maintaining partnerships with outside entities
- Experience preparing Request for Proposals (RFPs)
- Experience with land use regulations and agencies.
- Experience with Low Income Housing Tax Credits and Historic Tax Credits
- Experience developing and implementing community engagement plans.
- Experience managing preservation of market affordable and committed affordable properties.
- Experience managing complex projects and diverse teams.

- Experience managing large scale redevelopment and preservation projects
- Experience managing the financing of redevelopment and/or preservation of affordable housing properties.
- Experience developing and/or overseeing resident relocation plans.
- Must communicate effectively verbally and in writing.

PHYSICAL REQUIREMENTS:

Job is generally sedentary in nature, however, job entails walking, standing, sitting, climbing stairs, reaching and bending; uses hands to grasp, handle, or feel. Visual acuity is required to read data on a computer monitor; Incumbent must be able to operate keyboard driven equipment and computer; Ability to communicate with others verbally and in writing. Employee may be required to lift up to 15 lbs. Ability to drive a vehicle; This position requires visiting construction job sites, which include walking on rough terrain for short and extended distances, climbing ladders and stairs, and visual inspections of sites and buildings. Ability to produce handwritten and typed documents. All duties 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.