

Capital Manager (Housing Comm Dev V)

Salary - \$89,458.51 - \$149,097.10 Annually

Location - FAIRFAX (FH22), VA

Job Type - FT Salary W BN

Job Number - 23-03567

Department - Housing & Community Dev

Opening Date - 12/16/2023

Closing Date - 1/5/2024 11:59 PM Eastern

Pay Grade - S31

Posting Type - Open to General Public

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/4309936/capital-manager-housing-comm-dev-v?keywords=Capital%20&pagetype=jobOpportunitiesJobs>

Job Announcement

The Fairfax County Department of Housing and Community Development works in partnership with the Redevelopment and Housing Authority to provide safe, affordable homes for the residents of Fairfax County; and assists the disabled and senior members of our community. Through our efforts nearly 20,000 people live in stable environments, including teachers, first responders and nurses who serve our county every day. Through our outreach, non-profit partners are able to join in this effort and provide necessary care for people with special needs. And with our assistance many people are able to purchase their first home.

Join our team to create safe, stable, inclusive, quality affordable homes in our community. Make a difference - come and work for us!

Helps oversee capital improvements made to our Fairfax County Housing Authority owned apartment communities and group homes. Works with our third-party property management to ensure our properties are preserved for years to come. Responsibilities include oversight of the Housing Repair for the Elderly Program, a maintenance program that performs minor repairs to help seniors maintain their personally owned homes in Fairfax County. Also oversees our Facilities Manager, who manages our Fairfax County Housing Authority office building.

Note: The functional areas of this position include grants management, property management, public housing, property rehabilitation, or project management.

Working for Fairfax County Government offers a culture of well-being that empowers, educates, and engages employees and promotes a holistic approach to physical, mental, emotional, social, spiritual, and financial wellness. Watch these videos to learn more:

- Click [here](#) to watch a video on Working for Fairfax County Government
- Click [here](#) to watch a video on benefits offered by Fairfax County Government

For more information on the Fairfax County Department of Housing and Community Development, click [here](#).

You also can view [here](#) the Fairfax County Redevelopment and Housing Authority Fiscal Year 2022 Annual Report which represents a high-level overview of many of the substantial developments we have undertaken and the impact of our work within the community and in the lives of the residents who have been served through these efforts.

The Department of Housing and Community Development is committed to the One Fairfax Policy by intentionally considering equity when making policies, delivering programs and services, considering diverse ideas and perspectives, and communicating with transparency in the decision-making processes. Click [here](#) to learn more about the One Fairfax policy.

Employment Standards

MINIMUM QUALIFICATIONS:

[Any combination of education and 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 a related field of study such as planning, engineering, architecture, economics, construction science, business or public administration, finance, real estate, social work, public policy, or other related field; Plus, five years of experience related to an assigned program area.

PREFERRED QUALIFICATIONS:

- Preferred candidates will have experience working with HUD's Capital Grant Program.
Knowledge and experience in residential rehabilitation and maintenance, commercial building knowledge and ADA compliance
- Knowledge of and or experience with Davis-Bacon practices, ADA requirements, and the Section 3 HUD program, a plus.
- Candidate must be results driven with strong supervisory skills responsible for motivating staff; strong organizational skills; detail oriented; with the ability to manage large projects simultaneously.
- Proficient knowledge and working experience with software programs to develop, manipulate, maintain and disseminate documents and reports.

CERTIFICATES AND LICENSES REQUIRED:

Driver's license (required)

NECESSARY SPECIAL REQUIREMENTS:

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

PHYSICAL REQUIREMENTS:

Ability to drive a motor vehicle and maintain a valid driver's license. Ability to read information on a computer monitor; effectively communicate; operate keyboard-driven equipment and computer. Ability to stand, stoop, bend, stretch, walk, climb, sit, kneel, crouch, reach, crawl, lift and handle materials with manual dexterity. All duties performed with or without reasonable accommodations. May occasionally work in outdoor weather conditions. Work is generally active in nature; incumbent must be sufficiently mobile and frequently move about to perform essential job duties; may be required to move items up to 25 pounds in weight. All duties may be performed with or without reasonable accommodations.

SELECTION PROCEDURE:

Panel interview; may include exercise.

The population of Fairfax County is very diverse where 39.8% of residents speak a language other than English at home (Spanish, Asian/Pacific Islander, Indo-European, and others) and we encourage candidates bilingual in English and a foreign language to apply to this opportunity.

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. DHREmployment@fairfaxcounty.gov. EEO/AA/TTY.