

Housing/Community Developer V - Capital Project Coordinator

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

Location - FAIRFAX (FH22), VA

Job Type - FT Salary W BN

Job Number - 24-00662

Department - Housing & Community Dev

Opening Date - 03/09/2024

Closing Date - 4/5/2024 11:59 PM Eastern

Pay Grade - S31

Posting Type - Open to General Public

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/4414695/housing-community-developer-v-capital-project-coordinator?keywords=housing&pagetype=jobOpportunitiesJobs>

Job Announcement

The Fairfax County Redevelopment and Housing Authority (FCRHA) is an award-winning provider of affordable housing recognized regionally and nationally for its achievements. The FCRHA, a US Department of Housing and Urban Development-designated “Moving to Work” agency, was established in 1966 as a separate political body from the Fairfax County Government and possesses specific powers granted by state law to act as the County’s local housing finance agency.

In 1973, the Fairfax County Board of Supervisors established the Department of Housing and Community Development (HCD). HCD serves as staff to the FCRHA as well as the Board of Supervisors. Under this unique, synergistic arrangement, HCD manages a wide variety of housing programs and services, including all real estate finance, development, and preservation activities of the FCRHA – including an expanding portfolio of public/private partnership projects.

THE MISSION:

The mission of HCD is to create and preserve affordable housing and caring, livable communities; serve the diverse needs of Fairfax County’s residents through innovative programs, partnerships, and effective stewardship; and foster a respectful supportive workplace. Fairfax County’s strategic focus is on providing affordable housing for those with the greatest need, including individuals and families experiencing homelessness, persons with disabilities, and people with extremely low incomes.

The Fairfax County Board of Supervisors adopted a goal of no net loss of affordable housing in the county and in 2022, doubled the County’s affordable housing production goal from 5,000 to 10,000 net new units affordable to households earning up to 60 percent area median income by 2034. This ambitious goal has spurred a robust need to develop new opportunities for affordable housing production and preservation through the work of the Design, Development, and Construction Division within HCD, in partnership with other county agencies.

THE OPPORTUNITY:

HCD seeks a Capital Project Coordinator within the Design, Development, and Construction Division to support the FCRHA in its work to preserve, expand, and facilitate affordable housing opportunities in Fairfax County. Under guidance and minimal supervision from the Division Director, this position is responsible for the overall development and project management of major and complex capital improvement program projects including rehabilitation and recapitalization of

low- and moderate-income housing and associated community facilities within the FCRHA's asset portfolio. The individual acts as an agency representative and manages project development, financing, entitlements, design, construction, schedule, and budget. The position works within a collaborative environment, negotiates agreements, and manages design and construction contracts of HCD projects. The individual leads a diverse group of project stakeholders in the successful completion of assigned projects using a team-based approach, ensuring finance and design plans are coordinated with other HCD Divisions, consultants, stakeholders, and other interested agencies. The position ensures project compliance with federal, state, and local requirements (e.g., environmental reviews, labor compliance, etc.) and provides periodic updates of project progress to senior officials, state and federal agencies, and community groups. They prepare Board items and present to the Board of Supervisors, FCRHA, and other groups as required. The position ensures effective management to deliver on-budget and on-time completion of assigned projects.

Note: The program/functional areas of this position include project management, program management, housing development, housing policy and compliance, real estate finance, urban regional planning, entitlements, building design and construction, and engineering.

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 2023 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 a minimum of seven years of project and program management experience working on the planning, design, and/or construction of capital improvement programs, local and federal housing programs, housing development.

- Project management experience on highly complex and politically sensitive building and real estate development projects. Highly motivated, with exceptional communication (i.e., verbal, written, and presentation), supervisory, and team leadership skills.
- Significant experience in collaborating with multiple stakeholders and multidisciplinary teams in creating high quality development proposals, conducting comparative analysis of competing development options, and negotiating complex project development agreements.
- Significant contract negotiation experience with Guaranteed Maximum Price (GMP) contracts or similar procurement and bid processes.
- Proven track record of project results and successful implementation of capital projects.
- Direct supervisory experience of staff and technical consultants.
- Project Management Professional or Certified Construction Manager certification.
- Professional Engineer or Registered Architect license.
- Knowledge of federal, state, or local building, and site codes and regulations and affordable housing programs.
- Must be able to work well with the community, local, state, and federal appointed and elected officials, and other county agencies.
- Hands-on experience using Microsoft Office applications and Microsoft Project or equivalent project management software.
- Ability to work in a fast-paced, collaborative team environment and oriented toward providing outstanding customer service to end users and project stakeholders.

CERTIFICATES AND LICENSES REQUIRED:

Driver's license.

NECESSARY SPECIAL REQUIREMENTS:

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

PHYSICAL REQUIREMENTS:

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. 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 38.7% 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.

