



Job Announcement

Position: Housing and Community Development Director	Department: Housing and Community Development
Location: Hughesville, MD	Employment Status: Full-Time
FLSA: Exempt Grade: 20	Compensation: \$95,069 - \$152,119
Weeks Worked: 52 Revised: May 2, 2023	Work Per Week: 40 + hours Monday – Friday, some evenings/weekends
Opening Date: May 3, 2023	Closing Date: Until filled

Summary of Job Description: Responsible for the planning, development, implementation, and monitoring of private Affordable Housing Development in Southern Maryland. Oversees the day-to-day operations of existing housing and community development-related services, including housing-related assistance and counseling, multi-family rental, and scattered sights. This person is directly responsible to the President/CEO.

Summary of Requirements: *Bachelor's Degree* in Urban and Regional Planning, Real Estate Development, Civil Engineering, Public Administration, or related field and five (5) years of successful experience with Urban Planning & Development and construction projects valued at over \$6 million, preferably with 501-C-3 Affordable/Workforce Housing. However, seven (7) years of equivalent relevant experience and training may substitute the degree in lieu of degree.

Full working knowledge in financial oversight of all projects, including but not limited to overseeing rent revenue, securing funds from Federal, State, Local level, foundations, and philanthropist; Demonstrated writing skills prepare financing applications with the ability to create and sustain 20 years + Proforma, tax credits, PILOT, and departmental budgets. Must have knowledge and understanding of the (LIHTC) Low-income Housing Tax Credit Program. USDA/HOME program. Community Development Certification required within one (1) year of employment. Ability to plan, organize and prioritize assignments to independently meet deadlines and complete tasks accurately, under the pressure of constant interruption. Demonstrated ability to analyze problems/issues, gather data and information, evaluate, and recommend alternative solutions, or effect solutions with a tolerance for ambiguity and change, when necessary. Skills and proficiency using Microsoft Word, Excel Spreadsheets, Outlook, or other software applications to retrieve data, create spreadsheets and reports.

Communication Skills: Communicates effectively, appropriately, and professionally in written and verbal formats with coworkers, supervisors, customers, and vendors. Demonstrated team-building skills to establish and maintain good working relationships with colleagues, and staff, emphasizing tact, diplomacy, flexibility, collaboration, professionalism, and discretion. Knowledge of budget planning, preparation, and administration to make realistic, equitable fiscal decisions, present and defend budget concerns persuasively, and prepare detailed budget reports. Must always maintain confidentiality.

Responsibilities and Duties:

Identify sites suitable for affordable housing development.

- In consultation with other housing staff, establish a schedule to produce finished lots and multi-family sites.
- Establish criteria for acceptable sites.

- Find available sites through contact with realtors, direct approach to landowners approaches to financial institutions, and other possible land sources

Obtain financing for pre-development costs and site purchase.

- Identify sources of financing for pre-development costs and site purchase.
- Prepare applications for financing.
- Maintain contact with financing agency representatives and respond to requests for documentation and reporting.

Obtain approvals for housing development.

- Learn regulations for site approval and permits, including the following types of requirements: zoning, subdivision, critical areas, and wetlands, road design, water and sewer allocation, percolation testing, stormwater management, sediment control.
- Establish contact with appropriate officials to facilitate the approval process.
- Coordinate submission of plans with the project engineer.
- Monitor the approval process.

Obtain approvals for project financing.

- Obtain market study and appraisal.
- Submit applications to appropriate finance agencies.
- Negotiate financing package.
- Follow-up required documentation and reporting.

Assemble project development team.

- Select architect, engineer, and site development contractor.
- Negotiate contracts.

Manage all phases of housing-related project development

- Develop a schedule with the development team.
- Monitor site development activities.
- Coordinate inspections.
- Supervise disbursement of funds.

Manages property management agreements. Oversees all rental units to ensure proper rental management and collection of funds

Other duties as assigned.

Licenses or Certificates:

Community Development Certification within 1-year of employment; Valid Maryland Driver's License.

Special Requirements:

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Current Certified Driving Record, Physical, Tuberculin PPD Tine Test at the time of employment, and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug, and Alcohol testing.

Physical Demands:

Work requires limited physical effort.

Applications Accepted by Mail and Online

Mail to:

SMTCCAC, Inc. - Human Resources Dept.
P.O. Box 280 Hughesville, MD 20637

Online at:

www.smtccac.org

Required Documents: **The following documents are required based on job:** In addition to your application and resume, please provide a copy of your degree and/or a copy of your college transcripts.

Applications and Documents submitted with missing information will not be considered. Do not send applications via Fax.

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