Housing and Development Project Manager

Job ID: 10077
Location: 1800 MLK AVE. SE
Full/Part Time: Full-Time
Regular/Temporary: Regular
Date Opened: 02/24/2020
Area of Consideration: Open to Public
Grade: 13
Type of Appointment: Career Service - Reg Appt
Minimum Rate: $94,858.00
Target Openings: 2
Date Closed: 04/09/2020
Agency: DB Dept Housing & Comm Dev
Department: DB17000000 Development Finance Div
Bargaining Unit: C1
Maximum Rate: $122,227.00
Available Openings: 2

General Job Information

Job Summary
This position is located in the Development Finance Division, Department of Housing and Community Development. DHCD’s Development Finance Division (DFD) provides funding for the development of affordable rental and homeownership developments, as well as community facilities. As the key division for both the creation and preservation of affordable housing units, DFD plays a prominent role in helping the agency desire its annual multifamily housing production goals.

Duties and Responsibilities
The incumbent of this position assesses the feasibility and appropriateness of real estate financing, land acquisition proposals, and economic development and housing proposals which are submitted to the Department by private developers and property owners. Coordinates large scale development projects and special developmental programs, as assigned. Provides guidance and assistance to lower graded professional staff in their review and processing of application for housing rehabilitation or development. Makes recommendation to the supervisor relative to the policies and operational procedures of the Division and assists in implementing those recommendations and strategic objective accepted. Conducts investment and credit analyses for financing and acquisition proposals and interprets these analyses using local economic conditions. Screens program applicants for program eligibility, financial viability, and community impact using DHCD’s underwriting standards.

The incumbent of this position assists developers with securing and maintaining involvement and commitment of private sector financial institutions. Carries out functions related to closing financing and acquisition approved by the Department. Provides advice and assistance to financing applicants with the preparation and presentation of materials. Coordinates activities with appropriate District of Columbia Government and Federal Government agencies. Manages the request for title reports and property appraisals as appropriate. Prepares requests for proposals, residential and commercial development projects and manages the evaluation and selection process of these projects. Advises prospective developers regarding the Departments administered development plans, zoning requirements, and project objectives. Coordinates the preparation of disposition documents for long-term leases. Monitors construction for DHCD-funded projects through to completion and reviews draw requests. Tracks performance data from development projects.

Qualifications and Education
This position requires one (1) year of specialized experience equivalent to the next lower grade level. Specialized experience is experience which is directly related to the position which has equipped the individual with the knowledge, skills and abilities to successfully perform the duties of the position. Desired experience with multi-family residential rental housing development finance/underwriting experience – that is, the ability to evaluate project sources and uses, development budgets, and operating pro-formas. Knowledge and/or experience with sources of public and private financing for affordable/low-income/income-restricted housing and the requirements and use restrictions they trigger.
Licensures, Certifications
None

Work Conditions/Environment
The majority work is performed in an office setting.

Other Significant Facts
Tour of Duty: Varies
Duration of Appointment: Career Service Regular Appointment
Promotion Potential: No known promotion potential
Pay Plan, Series and Grade: CS-1101-13
Salary Range: $94,858.00 - $122,227.00
Collective Bargaining Unit (Union): This position is a part of a Collective Bargaining Unit (CBU) at DHCD.
Position Designation: Satisfactory completion of a general background check is required. Additionally, this position has been deemed security-sensitive, pursuant to section 410 of Chapter 4 of the D.C. Personnel Regulations. Position will be posted for 45 days with screening dates every 15 days. First screening date March 10, 2020.

If the position you are applying for is in the Career, Management Supervisory, or Educational Service at an annual salary of one hundred fifty thousand dollars ($150,000) or more, you must establish residency in the District of Columbia within one hundred eighty (180) days of the effective date of the appointment and continue to maintain residency within the District of Columbia throughout the duration of the appointment.

Apply online here.