



# DISTRICT OF COLUMBIA HOUSING AUTHORITY

## HUMAN RESOURCES DEPARTMENT

### POSITION DESCRIPTION

<b>TITLE:</b>	<b>DEVELOPMENT PROJECT MANAGER II</b>
<b>DEPARTMENT:</b>	<b>OFFICE OF CAPITAL PROGRAM</b>
<b>REPORTS TO:</b>	<b>SENIOR DEVELOPMENT MANAGER</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

#### SUMMARY

The primary purpose of the Development Project Manager II is to provide project management and technical expertise to the Development Division to accomplish its primary goal of the development and rehabilitation of affordable housing in Washington, DC.

The Development Division is a division of the Office of Capital Programs (OCP), District of Columbia Housing Authority (DCHA). It is responsible for the planning, design, financing, project management and oversight of all phases of the development process required for developing affordable housing. This includes the revitalization of antiquated and obsolete public housing and necessary connections and/or improvements to the surrounding neighborhoods. It is a very fluid and dynamic division, and the Development Project Manager II will be working in a team environment with other highly motivated and dedicated staff.

All activities must support the District of Columbia Housing Authority's strategic goals and objectives and produce results that accomplish the goals of the Office of Capital Programs.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The below statements describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

- Responsible for real estate activities related to the acquisition and development of affordable and market-rate housing from concept through site acquisition, entitlement approval, financing commitments, design, and construction completion to successful lease up for large and highly complex development projects;
- Represents DCHA and ensures the trust of public agencies, elected officials, residents, community groups and financial institutions;
- Ensures that all assigned projects are executed in accordance with the established means and methods to achieve quality project completion, on time, and within budget;
- Prepares application materials for various financing sources as well as City and U.S. Department of Housing and Urban Development (HUD) approvals for development projects;
- Collects and analyzes data for preparation of budgets, performs budget analysis, and prepares reports with related findings; performs analysis and completion of reports on findings, and prepares/submits reports to Executive Staff, HUD, and other agencies;

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- Prepares and delivers presentations about various development projects to management, Executive staff, Board members, city officials, and the general public;
- Plans, organizes, and leads project meetings with internal staff, project partners, and community stakeholders;
- Prepares and assists in preparation of routine compliance reports and expenditure reports;
- Assists in creating, managing, and maintaining various electronic and hard copy filing and tracking systems to ensure projects are on schedule, within budget and in compliance with contract agreements and regulations;
- Researches and coordinates the preparation of real estate and property ownership documents such as easements, title, funding draws, relocation, demolition, development agreements, operation agreements and various agreements with/for consultants and contractor services;
- Produces, publishes, and manages Requests for Proposals (RFPs), and coordinates with other DCHA departments to assure appropriate advertising and budget allocation of a variety of procurements related to development projects;
- Works with attorneys, lenders, investors, and escrow and title companies to assist with equity and loan closings;
- Coordinates schedules of the work of on-site project contractors, construction managers and subcontractors;
- Submits and tracks information in support of processing payments; tracks, processes, reviews, and approves invoices; prepares payment requests, sets up payments in HACP requisition system, and reviews for compliance with approved budgets;
- Reviews the work of development partners;
- Prints and scans architectural and engineering drawings and blueprints as needed;
- Improves job performance through training and seeks opportunities for growth through special assignments;
- Maintains full understanding and ability to communicate departmental goals and standards;
- Develops positive working relationships with co-workers, executive management, and service providers;
- Uses initiative and vision to seek out areas where greater contributions can be made to the department;
- Acts as a source of information for less experienced staff;
- Performs other related duties as assigned

## QUALIFICATIONS

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **JOB COMPETENCIES**

- **In-depth knowledge of the policies, procedures, goals, objectives, operational entities, requirements and activities as they apply to the assigned organizational entity in the DCHA**
- **Maintains full understanding and ability to communicate departmental goals and standards**
- **Mastery of rehabilitation construction process and practices for residential multi-family developments**
- **Ability to identify and negotiate with private for-profit and non-profit stakeholders in planning and implementing redevelopment activities**
- **Ability to think logically, analyze problems, develop creative solutions, follow systematic procedures and develop comprehensive reports and recommendations**
- **Ability to read site plans and blueprints**
- **Ability to communicate effectively both orally and in writing**
- **Ability to acquire in-depth knowledge of HACP and HUD guidelines, policies and procedures.**
- **Must be flexible as to work environment and assigned tasks**
- **Extensive knowledge of real estate activities relative to the acquisition and development of affordable and market-rate housing**
- **Extensive knowledge of real estate documents such as easements, titles, funding draws, relocation, loan applications, RFPs, demolition, development agreements, operation agreements and various other related documents**

## **EDUCATION AND/OR EXPERIENCE**

Bachelor's degree from an accredited college or university with emphasis in real estate, or other related field; and at least (6) six years of related experience in public housing, affordable housing, and/or real estate redevelopment environment; or the equivalent combination of education and experience which meet the minimum qualifications requirement may be substituted.

**National Development Council (NDC) Certification required.**

**Due to field responsibility, incumbent must possess a valid driver's license and be insurable in accordance with the Authority's Fleet Management Policy and Procedures.**

**The District of Columbia Housing Authority (DCHA) conducts pre-employment screening on specified positions, which may include but is not limited to a criminal background check, drug and alcohol testing, verification of academic credentials, licenses, and certifications, and/or verification of work history.**

**This position has been designated by the department to require a drug and alcohol screening and background check. Finalist(s) for this position will be subject to drug and alcohol testing and will be required to consent to a pre-employment background check as a condition of employment.**

## **TECHNICAL SKILLS**

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To perform this job successfully, an individual must have working knowledge of personal computer and software such as Microsoft Word, Excel, and Outlook; and must be able to learn other software as required by assigned tasks.

## **SUPERVISORY CONTROLS**

The incumbent works under general supervision. The supervisor provides administrative direction in terms of broadly defined missions or functions. The incumbent is responsible for planning, designing and carrying out assignments, resolving most conflicts that arise, coordinating the work with others as appropriate, and interpreting policies in terms of established objectives. The incumbent keeps the supervisor informed of progress, potentially controversial matters, accomplishments, or implications.

Results of the work are considered technically authoritative and normally accepted without significant change. Review of the work concerns such matters as fulfillment of program objectives and the effect of advice and influence on the overall redevelopment program. Recommendations for new projects and alteration of objectives are usually evaluated in terms of availability of funds and other resources, broad program goals, and departmental priorities.

## **GUIDELINES**

Guidelines used include manuals, plans, contracts, broad policy statements, procedures, technical references, governing laws, regulations, directives, and HUD's regulations and requirements.

Incumbent uses initiative, experience and judgment in interpreting governing policies, laws and statutes; and in deviating or extrapolating from traditional methods in order to resolve problems and achieve desired results.

## **COMPLEXITY**

The work consists of selecting and using many different and unrelated analytical techniques and methods relative to housing development and modernization objectives, work processes, and timetables. Incumbent develops the strategy for presenting recommendations and narrative and statistical reports.

Decisions of how to proceed may be complicated by conflicting program goals and objectives, which may derive from changes in legislative or regulatory guidelines or funding issues.

## **SCOPE AND EFFECT**

The work includes analyzing, advising on, and recommending solutions to housing acquisition and development problems. The outcomes have an impact on the mission of the programs they support, and the well-being of the residents served.

## **PERSONAL CONTACTS**

Personal contacts are with project team members, other staff and management officials of the department and staff throughout the Authority; and contractors, consultants, developers, government officials, financiers, attorneys, lenders, investors, escrow and title companies, construction managers, subcontractors, HUD, DCRA, Historical Preservation officials, WASA, Pepco, stakeholders, and as appropriate, the general public.

## **PURPOSE OF CONTACTS**

Contacts are for the purpose of exchanging and clarifying information and requirements; and advising, justifying, defending, negotiating and/or settling issues involving significant and controversial matters.

### **PHYSICAL DEMANDS**

The work requires some physical exertion, such as, travel to construction sites with long periods of standing, walking over rough and uneven surfaces, recurring bending, crouching, stooping, stretching, reaching, or similar activities. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT**

The work is performed in the normal office setting and at DCHA construction sites. The work involves some risks and/or discomforts that may require special safety precautions, i.e., working around construction equipment with moving parts, carts, or machines; exposure to irritant chemicals, dirt, dust, mud, rough terrain, cold, heat, etc. The incumbent may be required to use protective clothing or gear such as masks, coats, boots, goggles, gloves, shields, etc.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.