

Supervisory Housing & Development Project Manager

How to apply: [Visit this website](#) and type 25928 in the search bar

JOB SUMMARY

This position is located in the Division of Development Finance, Department of Housing and Community Development. The Division of Development Finance is responsible for administering the rehabilitation of multi-family residential properties and economic development in the District of Columbia primarily for the benefit of low and moderate-income individuals. The incumbent works under the administrative direction of the Chief, Development Finance Division, who in consultation with the incumbent sets overall broad objectives to be accomplished.

The Incumbent will serve as the Associate Director of Development Finance. The incumbent will be a key advisor to HDS implementation effort, representing the interests of the Development Finance Division throughout the development and rollout of the system. In this role the incumbent will 1) help the project team make the optimal decisions between changing business processes to match the HDS system capabilities; 2) use his/her knowledge of customer service operations and HDS configuration options to modify existing or add new business/functional requirements; 3) assist in the planning and execution of an internal and external system rollout.

MAJOR DUTIES AND RESPONSIBILITIES

Leads cross-functional teams in developing and maintaining close working partnerships with internal and external client groups; and develops and maintains subject matter expertise and remains apprised of new technological and market developments and their potential application within the agency. Serves as key advisor over the Housing Development Software (HDS) implementation efforts, representing the interests of the Development Finance Division throughout the development and rollout of the system. Works collaborative with the project team to make the optimal decisions between changing business processes to match the HDS system capabilities and modify existing or add new business/functional requirements. Works collaboratively in the planning and execution of an internal and external system rollout effort. Plans, coordinates, and administers the Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) funded financial projects. Manages and leverages resources, directs the staff, and establishes partnerships with developers, grant recipients and financial institutions.

Makes recommendations to the agency head or their designee relative to the policies and operational procedures of the Division and assists in implementing recommendations and strategic objectives. Reviews multi-family, single family, community facility, and commercial facility projects and development proposals to determine overall market and financial feasibility. Analyzes on-site and neighborhood evaluations of development proposals; assesses the feasibility and appropriateness of real estate financing, land acquisition proposals, which are submitted to the Department by private developers and property owners. Provides guidance and assistance to staff on project structuring, client negotiation, technical assistance provisions, and project implementation. As needed, secures, and

maintains involvement and commitment of private sector financial institutions in departmental projects and initiatives. Reviews costs for all multi-family projects for appropriateness as it relates to the scope of work and construction contract. Ensures that the costs are appropriate for various trades, overheads, profit and general requirements and construction. Monitors the Community Development Corporation (CDC), which serves as conduits for funding and loan servicing of contracts for new contracts for new construction and housing production in neighborhoods. Ensures CDBG eligibility, loan guidelines and documentation requirement are met. Tracks performance data from development projects; monitors projects post-completion to ensure repayment and compliance with agreements

QUALIFICATIONS AND EDUCATION

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 to be filled. To be creditable, the incumbent must possess at least one (1) year of specialized experience equivalent to the next lower grade level in the normal line of progression.

LICENSE AND CERTIFICATION

None

WORKING CONDITIONS/ENVIRONMENT

Work is performed in a normal office setting. However, there may be occasional exposure to the risks when making onsite inspections of properties, particularly undeveloped property or property under construction.

Other Significant Facts

Tour of Duty: Monday – Friday 8:15 AM – 4:45 PM (Subject to change)

Pay Plan, Series, Grade: MS-1101-15

Promotion Potential: No Known Promotion Potential

Collective Bargaining Unit (Non-Union): This position is not covered under collective bargaining.

Duration of Appointment: This is an at-will Manager Supervisory Service (MSS) position.

Position Designation: This position has been deemed Security Sensitive under the guideline of the DC Personnel Manual. Incumbents of this position are subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations. Accordingly, incumbents must successfully pass a criminal background and consumer credit check as a condition of employment and will be subject to periodic criminal background checks for the duration of their tenure.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

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.