



DISTRICT OF COLUMBIA HOUSING AUTHORITY HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

POSITION TITLE:	URBAN DESIGNER
Department:	Office of Capital Programs

SUMMARY

This position serves as an Urban Designer in the Office of Capital Programs and is responsible for the planning and urban design component of a wide range of development projects; including feasibility studies, physical, economic and environmental impact of such development projects on specific neighborhoods and the public in general. The office supports and coordinates efforts to encourage affordable housing and neighborhood revitalization.

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 (OCP).

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.

- Performs professional urban design and planning activities for major multi-phased development projects, which include technical and policy analysis, vision and goal setting, and specific implementation plan development. Responsibilities include identifying critical planning issues, conducting detailed analyses of redevelopment and revitalization opportunities, leading a participatory public engagement process, and supporting a team of internal and external consultants;
- Serves as the project lead for advanced planning activities with responsibilities that include: developing scopes of work, project work plans, and schedules; coordinating all phases of the assigned project's workflow; and serving as the contracting officer's technical representative;
- Produces 3-D design concepts, drawings, renderings and other visual tools to articulate urban design project sites utilizing urban design principals and theory;
- Executes zoning and land use review and urban design for development project sites in compliance with regulations and other District and regional planning tools;
- Evaluates development proposals to identify compliance with District of Columbia Zoning Regulations;
- Ensures adherence to public housing regulations as defined by U.S. Department of Housing and Urban Development (HUD), District of Columbia building codes and DCHA/OCP design requirements;
- Participates in conceptual design and construction documents reviews of design documents developed by professional consultants;
- Prepares site layouts as well as land subdivision plans for residential and mix-use developments;
- Coordinates and reviews project team analysis, field work, research, and reports relative to the assigned

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study/project for consistency with DCHA's strategic planning objectives, policy, and standards;

- Prepares draft and final reports, studies and analysis which address various urban design issues and problems which may impact project development;
- Serves as liaison between DCHA and public/private sectors, the community and neighborhood groups for urban design and planning activities. Responsibilities include developing community engagement strategies to ensure an inclusive, multi-stakeholder process; evaluating public support for project plans; and developing public relations approaches to galvanize support or address resistance;
- Leads implementation activities for applicable plans or studies. Responsibilities include: facilitating communication with implementers, developing and executing work plans for specific implementation tasks, and developing materials, reports, graphics, and other documentation to assist in stakeholder communication;
- Participates in intra-agency and special project teams to review and comment on projects or proposals; provides input on recommendations, policies, and planning approaches to address important issues or concerns from the neighborhood planning perspective;
- Responds to telephone, e-mail, and written public inquiries concerning urban design activities according to established customer service standards;
- Represents the Office of Capital Programs, as instructed, at various community organizations, and interagency working groups or task forces, and inter-governmental meetings;
- Keeps supervisor informed of work progress and significant issues impacting project development;
- Performs other related duties as assigned

QUALIFICATIONS

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

- Substantial knowledge of the principles of urban planning, design and development
- Demonstrated working knowledge of planning principles and theories relative to urban design, sustainable development, neighborhood revitalization, economic development, real estate development, capital and comprehensive planning, research techniques, and statistical analysis
- Visual conceptual skills and experience with sophisticated design software programs
- Flexible and skilled at responding to changes on design projects
- Thorough knowledge of pertinent District and federal laws, codes, regulations, and practices regarding planning, zoning, development, building, and redevelopment
- Working knowledge of various analytical techniques and ability to integrate and analyze data from different sources
- Working knowledge in the use, interpretation and preparation of maps, graphics and charts
- Strong visual communication skills
- Skill in interacting with a wide variety of people ranging from neighborhood residents to high level officials

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- Ability to communicate effectively – orally and in writing
- Ability to work effectively as part of a team/work group or independently to complete work assignments

Education and/or Experience

Bachelor's degree from an accredited college or university with emphasis in urban design, urban planning, architecture, etc.; or other related field; and at least (5) five years of related experience in a professional urban planning and design organization; or the equivalent combination of education and experience which meet the minimum qualifications requirement may be substituted.

Due to field responsibility, incumbent must possess a valid motor vehicle operator's permit; and be insurable in accordance with the Authority's Fleet Management and Procedures Manual.

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

To perform this job successfully, an individual should be skilled in the use, operation, and application of Microsoft platform (Windows NT, XP), word processing, spread sheet, Power Point, and data base management. Mastery of Geographic Information Systems (GIS) mapping software, graphic and presentation software (In Design, Adobe Platform Programs), AutoCAD, Revit and rendering software such as Sketch-U p and Podium is greatly preferred.

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 far-fetched 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.

PHYSICAL DEMANDS

The work requires no unusual physical demands. 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 survey or construction sites. The work involves moderate risks or discomforts which may require special safety precautions, e.g., working outdoors around dust, rocky terrain, moving parts, machines, noisy heavy-duty equipment, etc. The incumbent may be required to wear protective clothing or gear such as masks, boots, goggles, gloves, or shields, etc., while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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