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Development Coordinator

Summary

Plans, organizes and directs the HRA's development activities and programs. Packages applications for funding; works with local, state and federal officials and the private sector in developing new housing opportunities; implements HRA grant applications and other funding strategies for financing acquisition, rehabilitation and/or construction of low and moderate income and affordable housing projects and other development ventures. Recommends and participates in the formulation of policies, as required by the Executive Director.

Duties

A. Coordinates development activity as directed by the Executive Director and has responsibility for all the normal supervisory functions of subordinates, consultants and contractors.

1. Obtains sufficient funding to develop and maintain properties in a timely cost-effective manner.
2. Responsible for the on-going activities and completion of major construction and redevelopment projects and grants. This includes responsibility for designing bid documents, researching construction methods and materials, selecting vendors and the on-going review of work in progress and adherence to completion timetables.
3. Supervises development programs, such as direct acquisition or new construction, including preparation of site and building improvement documents and preparation of contracts with surveyors, engineers and architects engaged by the HRA. Maintains liaison with HUD and other funding entities in the development of drawings, specifications, estimates, budgets and related items for housing and other development programs. Follows all applicable HUD, city and agency guidelines.
4. Supervises the management of contracts related to all development activity. This includes inspections to ensure work quality and timely work progress, resolution of disputes, payments to contractors, writing necessary change orders and all other matters related to contract management.
5. Coordinates development and site selection work with planning, urban design, neighborhood groups, management and maintenance activities; work with finance department in developing budgets and reports. Utilizes computerized project management system.
6. Directs real estate transactions, including analysis of cost and neighborhood impact, plans for real estate financing, negotiations with sellers and bankers and prepares financing packages favorable to the HRA.
7. Coordinates contract preparation, correspondence and procedures.
8. Prepares and presents reports and resolutions for Commissioners' action relating

Employment Type

Full Time

Base Salary

\$ ~70,000

Job Location

222 East 2nd Street, Duluth

Date posted

10/12/2018

Applications through

October 31, 2018

accepted

to contracts, budgets, professional services and informational reports.

9. Promotes Equal Employment Opportunity, Affirmative Action and Woman and Minority Business Enterprises contracting. Assists contracting and procurement staff in the achievement of subcontracting goals.

B. Develops and maintains effective working relationships.

1. Supports the operation of other departments by providing technical services in a timely manner. These include providing or coordinating architectural, engineering and building inspection services, drafting and awarding contracts and obtaining supplies and equipment.

2. Interacts with local external individuals and groups to effectively accomplish the work. These include construction vendors and contractors, suppliers of materials and services, HUD representatives and non-profit or for profit partners.

3. Develops and maintains good working relationships with co-workers, other HRA staff, residents, and suppliers.

4. Develops and maintains good working relationships with other units of government, non-profit housing corporations, service agencies, neighborhood and the general public to most effectively develop housing plans and programs.

5. As assigned, represents the HRA on various task forces, advisory committees, community planning groups and at public meetings.

6. Serves on HRA committees and provides general supervision and direction to HRA staff when requested to do so by the Executive Director.

7. Maintains a harmonious working relationship between the HRA Board of Commissioners, Federal and public agencies and/or other individuals and groups interested in or concerned with the various programs to foster the development of additional projects and programs.

C. Performs other duties as assigned.

Note: The above is illustrative of the descriptions of the general nature and level of work being performed by people assigned to this job. It is not intended to be inclusive of all responsibilities, duties, and skills required for this position. Any information acquired through employment at the Housing & Redevelopment Authority of Duluth is to remain confidential.

Knowledge, Skills and Abilities

1. Ability to negotiate financing and purchase of land and dwellings and be skilled in interpreting and making decisions in conformance with laws, regulations and policies.

2. Ability to initiate, plan and execute programs which will achieve the goals of the HRA.

3. Knowledge or ability to learn HUD regulations and guidelines, as well as State and local program guidelines and applicable laws pertaining to acquiring, developing, maintaining and improving public housing.

4. Ability to interact well with others within the HRA as well as other agencies, construction contractors, vendors and HUD representatives.

5. Ability to write complex reports, project proposals, bid documents, RFP's and grant proposals.
6. Knowledge of applicable laws and regulations regarding privacy and confidentiality and the ability to respect laws and regulations.
7. Ability to communicate orally and in writing and ability to give presentations.
8. Ability to read and interpret architectural plans, specifications and related drawings and documents.
9. Ability to solve problems and resolve conflicts creatively and professionally.
10. Ability to effectively prioritize all work to meet assigned deadlines and to supervise multiple projects simultaneously.
11. Ability to exercise good judgment, perform work in a courteous and diplomatic manner and establish and maintain harmonious working relationships.
12. Ability to work effectively with people of all social and economic backgrounds.
13. Ability to resolve conflicts between employees, the agency, contractors and others.
14. Skill in dealing with various governmental agencies and officials, non-profit corporations, neighborhood groups, developers, architects and contractors.
15. Computer skills must include the ability to input and assemble data, compile reports, establish tracking systems and produce graphic displays.

Education/Experience

1. A college degree in business, development, civil engineering, architecture or related field.
2. Five years work experience in architecture, building and/or construction engineering and/or residential or commercial property development and maintenance, three years of which shall have been in a supervisory or management capacity.
3. A Master's degree in business, development, civil engineering, architecture or a related field is preferred and will substitute for the required experience on a year-for-year basis.
4. Any combination of education or work experience as may be deemed acceptable by the Executive Director.

License or Certification

Valid Driver's License is required; broker and/or realtor license preferred.

Physical Requirements

1. Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, reaching, walking, pulling, lifting, fingering, grasping, talking, hearing, and performing repetitive motions.
2. Must be able to perform sedentary work exerting 20 pounds of force occasionally and 10 pounds frequently.

3. Must be able to possess the visual acuity to prepare and analyze data and figures, view a computer terminal, and do extensive reading.

4. Persons with mental or physical disabilities are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made, because it would cause the employer undue hardship, such person may not be eligible.