

LINC HOUSING POSITION DESCRIPTION

POSITION TITLE: Senior Project Manager – Housing Development
FLSA STATUS: Exempt

POSITION SUMMARY

The Senior Project Manager performs a range of duties managing the development and construction process. Serves as a contact person for all entities involved in the development and construction of projects; may direct activities of Associate Project Manager and/ or Project Managers, will direct outside consultants. Performs feasibility analysis; secures all necessary development approvals, prepares documents and plans, and project financing applications. Oversees coordination of all required materials for applications for project financing and department approvals, financing documents, plans and documents prepared by outside architects, engineers, and consultants. Monitors and oversees performance of consultants on the projects. Typically manages the more complex development projects with minimal direction.

ESSENTIAL FUNCTIONS

- Perform feasibility analysis on proposed development projects.
- Serve as single point of contact for project on development related issues for all entities involved with the construction project, including public and private lenders, City Planning, Building & Safety, Coastal Commission and others such as community groups.
- Independently manage and oversee preparation of applications and coordinates required materials for applications for project financing and department approvals, including providing material for architects.
- Coordinate, supervise and may select project consultants and construction team members; independently oversees preparation of construction bidding and contract materials; independently coordinates selection of contractors, construction manager, and other design/engineering team members.
- Negotiate with equity partners on investment terms and conditions in the syndication of low-income housing tax credits and other financing programs.
- Monitor and evaluate all phases of design and construction drawings, construction in progress, payment/s, change orders.
- May negotiate with public agencies and community groups; will be expected to select consultant team members.
- Coordinate tenant relocations with Asset Management staff.
- Make public presentations of entire project including design and finance.
- Participate in the interviewing and hiring process of the positions that are directly supervised.
- Serve as a trainer and mentor to positions that are direct reports.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Standard methods, techniques used in project feasibility analysis, and in preparation and monitoring of construction projects and project financing.
- Applicable federal, State and local laws, codes, regulations, policies and procedures; knowledge of recent funding programs, regulations and requirements.
- Solid understanding of financial pro formas.
- Solid understanding of financing sources such as LIHTC, MHP, AHP.

Skill Level:

- Proficient in the use of personal computers and Microsoft Office products.
- Strong analytical and organizational skills.
- Experience directing/managing others in the construction and development process.
- Experience with “hands on” responsibility for managing construction and development process for multiple complex housing projects.
- Able to work well in a team environment; excellent interpersonal skills for establishing and maintaining effective working relationships with employees, vendors, other departments and city staff, city officials and the public.

Ability to:

- Superior writing and communication skills.
- Oversee, review and respond to construction and project financing applications.
- Analyze complex data and make appropriate recommendations and decisions for application procedures.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Direct and manage the work of internal staff; oversee and monitor the work of outside vendors for compliance with scope of work contained in contracts.
- Able to work independently within only broad direction from supervisor.

EDUCATION AND EXPERIENCE REQUIREMENTS

A combination of education and related experience may substitute for education requirements.

- Bachelor's Degree in Development, Economics, Architecture, Public Administration, Planning, Real Estate, Business or related field, Master's Degree preferred; **and**
- 7 or more years of progressive responsibility in real estate development or finance, or related experience such as affordable housing, finance, planning, community development, including 3-5 years of direct development experience in a significant role with large scale development projects.

PHYSICAL DEMANDS/WORKING CONDITIONS

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 is performed primarily in an office environment under pressure and requires the ability to quickly adjust to changing priorities and demands.

- While performing the duties of this job, the employee is frequently required to sit and use a keyboard.
- Travel by various modes of private and commercial transportation within the region may be required.
- Occasional fieldwork is required.
- Must be physically capable of lifting, bending, climbing, standing and walking, especially pertaining to inspection of buildings where navigation of stairs, crawl spaces, attics, roofs, etc. will be required.

The statements contained in this position description reflect general details as necessary to describe the primary functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.