

Job Description: DIRECTOR OF HOUSING REDEVELOPMENT

Non-Union, exempt:

SALARY RANGE: Minimum: \$65,000 Maximum: \$90,000

EMPLOYEE REPORTS TO: Executive Director

The Director of Housing Redevelopment's primary responsibilities include but are not limited to fulfilling the overall technical aspects involved in the development of affordable residential communities and working with each AMP to redevelop the each asset and to expand affordable housing. These aspects include initial feasibility analysis, acquisition, design, financing and entitlements; coordination with construction staff in the plan check and construction stage, and coordination of start-up operations other staff. Under the direction of the Executive Director, the Director of Housing Redevelopment is expected to exercise a high level of independent judgment in the conduct of business responsibility with minimal supervision.

Primary Duties and Responsibilities

- Evaluates WHA's existing public housing complexes and provides recommendations for their redevelopment and oversees those responsibilities;
- Evaluates potential of sites to determine the feasibility for using the site for affordable housing, and then assists with negotiation of purchase agreements;
- Liaison with City property auction process and actual site acquisition process for new developments, and with attorneys relative to eminent domain processes;
- Coordinate and produce documents and schedules related to "scope of work" for planned development activities and to coordinate these "scopes of work" with WHA's procurement procedures;
- Evaluates financial feasibility and establishes a financing plan for the development;
- Applies for, secures, and reports upon pre-development, construction, and permanent financing from conventional, public, and quasi-public agencies. Establishes and manages budgets for each funding source;
- Coordinates the hiring of the design team and other specialized consultants and is also responsible for overseeing the work of these consultants;
- Prepares for and makes public presentations related to the project;
- Oversee preparation of mechanical and construction drawings, designs, contract documents, bid documents, technical specifications, cost analyses and estimates including the completion of requisite environmental reviews. Review bids received for conformance with plans and specifications with appropriate staff. Inspect construction and mechanical work in progress to ensure compliance with plans, specifications and local, state, and federal codes;
- In coordination with the Procurement Coordinator, assists as necessary in the selection of a general contractor and monitors construction budget and reviews change orders during construction phase. Make recommendations for contract awards and prepare for signing all related contracts;
- Monitors project finances in conjunction with the Finance Director and the Executive Director. Takes responsibility for establishing and updating total project budget, with Executive Director and Finance Director;
- Perform budgetary control responsibilities for all funding assigned to redevelopment and development activities. Monitor rehabilitation/development fund expenditures and ensure expenditures are charged to proper budget and account numbers;

- Oversees loan closings and coordinates all lender reporting;
- Inspect materials, work in progress, and work completed to insure compliance with contract documents. Maintain comprehensive, accurate, and complete contract files;
- Work closely with staff and contractors to detect deficiencies and troubleshoot solutions. Inspect all finished work and initiate any necessary corrective action; report progress and problems to the Executive Director on a regular basis;
- Maintain reports and records required;
- Plan and participate in meetings with residents groups, housing authority staff, contractors, HUD, etc;
- Review outside contractors' conformance with the Davis-Bacon Act, EEO Regulations and other relevant labor/wage requirements;
- Drafts correspondence and status reports to the Board of Commissioners as requested, and staff the Board's Redevelopment Subcommittee;
- Assists as necessary with initial rent-up and/or sales activities;
- Provides technical support and participates in training of other staff members.
- Manage project close-out activities;
- Supervises all development and acquisition of property and assists private owners with the project-basing of Section 8 vouchers including all administration of the project-basing process;
- Assist with the organization, creation and tracking of all related non-profit WHA organization, and administers the same;
- Coordinates relocation activities as they may become necessary;
- Liaison with those responsible for the Authority's Annual and Five-Year Plans, Physical Needs Assessment, and Energy Conservation Programs; and,
- Other duties as assigned.

Job Related Skills

- Thorough knowledge of the development process as it relates to residential construction, especially multifamily construction.
- Familiarity with government housing programs on federal, state, and local levels.
- Working knowledge of all aspects of Replacement Housing Factor, Project-Based Vouchers, Low Income Housing Tax Credits, Bonds, HOME, and funds from the State of Connecticut;
- Good understanding of the public planning process.
- Ability to do detailed financial analyses of housing projects concerning site acquisition, predevelopment activities, construction financing, and permanent financing.
- Considerable knowledge of applicable codes, laws, ordinances, and regulations related to housing.
- Knowledge of specification writing, bidding procedures, costs of labor and materials for construction. Understanding of financing of construction projects.
- Must be familiar with local, State and Federal ordinances regarding construction, modernization, and rehabilitation. Must be able to communicate effectively orally, and in writing, and maintain financial records.
- Familiarity with the funding and "loan closing" process and ability to facilitate financial transactions.
- Ability to understand policies of the federal and state agencies, and private lending institutions, which may apply to a given project.
- Ability to exchange information, discuss and negotiate business arrangements, and advocate for the accomplishment of Waterbury Housing Authority's program activities.

- Ability to exercise a high level of housing development skills, leadership ability, and willingness to combine attention to detail with a broad view of the predevelopment process and WHA's public purpose.
- Ability to work with percentages and ratios and to interpret and create spreadsheets.
- Ability to work with individuals and/or groups, both in a public and private arena, as a representative of Waterbury Housing Authority. Contacts may include public agency officials, housing development professionals, representatives of the business and financial community and community-based groups.
- Knowledge of purchasing regulations as they relate to state law and procurement policies.
- Must be familiar with EEO, Section 504, and Section 3 requirements.
- Ability to chair and facilitate meetings, bid openings, and pre-construction conferences.
- Knowledge of the principles and practices of public housing management, maintenance, management information systems, governmental and HUD regulations relating to all Authority programs.
- Knowledge and experience in reading and interpreting Federal, State, and local regulations. Experience in dealing with contractors and vendors.
- Must be able to prepare and analyze appropriate cost estimates for construction budgets. Ability to prepare all documents and correspondence. Thorough knowledge of federal modernization/development programs and regulations.
- The incumbent must demonstrate a working knowledge of building codes and regulations, preferably in Connecticut. Specific knowledge of HUD requirements, including Uniform Physical Condition Standards (UPCS) is desirable.
- Working knowledge of or willingness to learn computer software and systems: Excel, Word, Windows 98, E-Mail
- Must be self-motivated and a self-starter.

Education/Experience requirements:

- A bachelor's degree or graduate study in architecture, engineering, real estate development, finance, economics, public administration, community development, planning or related field is desired.
- At least ten years of development experience in residential housing with an emphasis on multi-family projects and three years of applicable experience with affordable house and/or public housing. An equivalent combination of education and experience that would reasonably provide the required knowledge and skills may be acceptable.
- Possession of a valid Connecticut Drivers License, a good driving record, and automobile insurance per requirements of the State of Connecticut.
- Bilingual preferred not required

Manual/Physical requirements:

- Operates a motor vehicle requiring a standard Connecticut Driver's License to visit building sites and unimproved land, attend regional and statewide meetings, and conduct tours for business people.
- Independently travels to local, state-wide, national and international locations.
- Meets scheduling and attendance requirements.
- Negotiates construction sites on rough ground
- Works outside in various weather conditions during all seasons
- Sits and stands for extended periods
- Operates office machinery including computers

- Lifts no more than 25 pounds;
- Inspect first hand sites and buildings proposed for acquisition or construction

Mental requirements:

- Participates in the development of an annual work program and maintains work effort by setting meetings, making travel plans, negotiating business options, and developing strategies in order to conduct housing redevelopment activities.
- Develops project concepts and directs the implementation of selected projects through the review and approval process.
- Interprets zoning codes and advises individuals and project representatives on the process or other actions requiring City reviews.
- Reads and interprets site plans, building elevations, landscaping plans, and legal documents and descriptions for accuracy and appropriateness.
- Comprehends and makes inferences from written materials such as reports, appraisals, land and title reports, and building cost estimates in order to understand project proposals, establish work schedules, and negotiate agreements.
- Conducts research and analyzes data relating to demographics, building permits, zoning, financing sources, real estate needs, investment strategies, and incentives, and then formulates recommendations.
- Leads or assists in developing advanced or long-range planning projects for affordable and public housing redevelopment activities throughout the City and State of Connecticut.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V

Applicants should submit cover letters and resumes to: Waterbury Housing Authority Attn: Ms. Kathleen Nobel 2 Lakewood Drive Waterbury, CT 06704
No telephone calls Email: Kate.Nobel@Waterburyha.org
All candidates must pass background check EOE/AA