

DEVELOPMENT DIRECTOR

DEFINITION/PURPOSE: Manage, plan, and oversee the administration of the agency's affordable housing real estate activities, housing development projects, and portfolio modernization. This position is responsible for all phases of affordable housing development which includes but are not limited to identifying potential sites for acquisition, real estate negotiations, conceptualizing projects, entitlements, preparing financial proformas, procuring architects, engineers and general contractors, and overseeing project construction. This position requires the ability to perform technical work which includes program compliance with regulations, federal, state, and local laws, the ability to interpret, develop and implement policies and procedures, assist with contract development, enforce contracts, and monitor project activities.

DISTINGUISHING CHARACTERISTICS: This management classification is distinguished from the Director of Property Management in that it is responsible for the oversight of the agency's real estate and housing development projects. It differs from the classification of a Deputy Executive Director position by the latter's responsibility for oversight of departments and programs throughout the Authority.

SUPERVISION RECEIVED AND EXERCISED: Under direct supervision and administrative direction of the Executive Director or Deputy Executive Director. May provide general direction to analysts and other Authority staff to support real estate development initiatives and activities.

ESSENTIAL JOB FUNCTIONS: Duties may include, but are not limited to, the following:

- Identify opportunities and sites for housing development, including site selection, land acquisition, and feasibility analysis.
- Serve as liaison with developers, non-profit organizations, the community, intergovernmental and regulatory agencies, and various public and private groups.
- Establish and maintain visibility for the agency's affordable housing programs to promote and develop affordable housing.
- Seek acquisition, land lease, and development opportunities from outside sources such as brokers, lenders, developers, local government entities, and other external parties.
- As directed by Executive Staff negotiate property acquisition with sellers and brokers, and consult with the agency's attorney on preparing contingent offers, options contracts, land purchase documents and sale agreements.
- Lead and oversee development projects through their entire lifecycle, which includes pre-development, site acquisition, design development, community outreach, entitlements, permitting, financing, contracting, budget tracking, reporting, and construction oversight.
- Oversee site feasibility to assess site conditions, analyze development potential based on permitted uses related to zoning, General Plan designations, and state laws, and assist with preparing massing and unit mix studies
- Facilitate environmental reviews with consultants, engineers, technicians, and government entities on Phase I and Phase II ESA, NEPA, historic uses, on-site and off-site activities, and other reviews as determined necessary.
- Coordinate entitlement and zoning approval process, engage and consult with planning, development and building staff from local government entities, prepare application materials, participate in hearings and approval meetings with planning commissions, city councils, and Board of Supervisors.
- Conduct procurements and oversee contracts for architects, engineers, project managers, and general contractors related to design development, construction, and rehabilitation projects to approve plans, secure necessary permits, monitor prevailing wages, and track construction activities.
- Assist with project financing to prepare proformas, loan applications, project underwriting, loan closings, permanent financing conversions, and engage with public and private lenders.

- Prepare and submit funding applications for grants, programs, loans, and other financial resources to support the acquisition and development of affordable housing which includes but are not limited to the Low-Income Housing Tax Credit program, HOME program, Community Development Block Grant, and taxable and tax-exempt bonds.
- Interpret, apply, and explain federal, state, and local laws and regulations, and policies, procedures, and practices of assigned position
- Assist with developing and maintaining departmental policies and procedures. Assist in the development of agency policies and procedures implementing Federal, State, and local directives and statutes and other Authority programs which include approved MTW waivers
- Oversee the preparation and implementation of informational materials and documents associated with the real estate activities which includes applications, website content, marketing materials, and program guidelines.
- Maintain department and program records in accordance with regulations, Federal, State, and local laws.
- May lead and coordinate external and internal audit processes and/or request for information, and ensure administered programs are in compliance with mandated guidelines, rules, regulations, and procedures.
- May represent the agency at public meetings and conferences; make reports and oral presentations to the Board of Commissioners and other bodies.

OTHER JOB FUNCTIONS:

- Perform related duties as assigned.

REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:

Knowledge of: Pertinent federal, state and local laws, rules and regulations regarding low-income affordable housing programs; and Authority policies and procedures, tenant and landlord laws, fair housing, leasing, building maintenance, repair and construction. Personal computers, word processing and spreadsheet programs, and their use. Local housing real estate market and construction project management knowledge.

Ability to: Comprehend and interpret complex housing program rules, regulations, requirements, and guidelines, as well as Authority policies and procedures. Exercise sound independent judgment within established guidelines. Plan, organize, direct, and coordinate work in a manner conducive to full performance. Contend with a constantly changing environment and lead in effecting change. Interpret and apply pertinent rules and regulations. The Director will be a role model for the high level of customer service expected in the delivery of service, and will ensure a culture of trust, teamwork, and professionalism exists throughout the department. A high level of self-initiative, a data driven and results-based approach to problem-solving, and the ability to utilize creative approaches to meet the organization's Mission are essential attributes. Work with time-critical materials and operate under pressure of multiple deadlines. Work cooperatively with department heads and other employees.

Licenses and Certificates: Possession of, or the ability to immediately obtain and retain, a valid California Driver License. Real Estate or Brokers license a plus.

Physical Requirements/Work Environment: Ability to access unimproved development sites and multistoried project locations. Have the manual dexterity to operate keyboard equipment. Work with time critical materials and operate under pressure of multiple deadlines. Interact with people under stressful conditions. Lift up to 50 lbs.

Other: Employee may be required to use his/her personal vehicle, reimbursed at the agency authorized rate, in the performance of duties. When so required, must show proof of and maintain automobile insurance coverage that meets the minimums specified by agency policy.

- Provide proof of eligibility to work in U.S.
- Must complete an annual Statement of Economic Interest.

- Fluency in conversational Spanish is desirable.
- Be bondable.

QUALIFICATIONS:

Experience: Five years of management experience in affordable housing development, real estate finance, and/or real property acquisitions with three years in a supervisory capacity. Practical knowledge of proformas, pre-development, site acquisition, design development, community outreach, entitlements, permitting, financing, contracting, budget tracking, construction oversight, and the LIHTC program. Knowledge of laws regulating State and Federal housing programs is desired. Strong organizational and personnel management skills desired. Experience working with people of various socio-economic backgrounds. Excellent written and verbal communication skills required.

A high level of self-initiative, a data driven and results-based approach to problem-solving, and the ability to utilize creative approaches to meet the organization's Mission are essential attributes.

Education: A Bachelor's Degree from an accredited college or university with major course work in business or public administration, construction technology, real estate, planning, or related fields.

The Housing Authority of the County of Santa Cruz is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.