

**RURAL COMMUNITIES HOUSING DEVELOPMENT CORPORATION  
POSITION DESCRIPTION**

POSITION TITLE: Self-Help Development Manager  
POSITION CLASS: 44/EXEMPT \$45,144 to \$54,869  
SUPERVISORIAL RESPONSIBILITIES: Yes  
SUPERVISED BY: Development Director  
WORK SITE: Central Office

**GENERAL DUTIES AND RESPONSIBILITIES:** the Self-Help Development Manager will be responsible for the oversight and direction of the Self Help Department, ensuring the effective and systematic development of Self-Help housing and related programs consistent with the organization's mission and its public purpose objectives. Responsibilities also include; oversight of funding and financing mechanisms, marketing to qualified Low Income candidates, meeting goals and timelines, assessment of staff capabilities, staff training and assignment of appropriate work responsibilities. Research, develop and implement new programs to assist Low Income Homebuyers.

**EXAMPLES OF SPECIFIC TASKS:**

1. Supervise construction activities and the construction supervisors of Self-Help homes or single family rehabilitation programs.
2. Coordinate the closing and loan funding for all Self-Help lots.
3. Supervise the marketing to qualified Low Income Buyers as well as the loan processing of their applications.
4. Allocate and approve all expenses for the Self-Help Department.
5. Assist families in choosing housing plans.
6. Prepare cost estimates and be responsible for bidding within those limits.
7. Attend group meetings as needed in order to explain group construction and labor exchange or loan products.
8. Must be capable of self-direction in carrying out the job.
9. Responsible for house completion according to plans and specifications within the allowable budgets.
10. Insure that materials are purchased and ready as needed and sub-contractors are available as required.
11. Prepare and secure bids for materials and sub-contractors.
12. See that the records of labor exchange are up to date.
13. Establish goals and milestones for Self-Help staff.
14. Establish and maintain regular reporting from Self-Help staff.
15. Maintain up-to-date understanding of the finance, design and public approval issues for assigned projects in predevelopment and construction phases.
16. Prepare and deliver performance reviews for Self-Help staff.
17. Maintains regular contact with CEO and CFO to assure that interdepartmental communication is clear and orderly.
18. Maintains regular communication with the Development Director.
19. Prepares monthly reports to the Board of Directors related to the progress of our Self-Help Department.
20. Other duties as assigned.

**Qualifications Requirements:**

1. BA degree in finance, business administration, real estate development, or a related field preferred. A combination of 4 years of education and/or experience related to real estate finance, development, affordable housing, or community development.

2. Must have the ability to supervise construction workers and provide assistance in technical areas as well as solving problems relating to interaction between owner/participants.
3. Must have good financial skills, understand real estate finance, understand real estate development and construction with the ability and patience to teach others.
4. Must have a warm, friendly concern for people interested in the program, and be able to discern their strengths and weaknesses to stimulate the participant groups to draw on their resources.
5. Some supervision is required.
6. Ability to read, prepare, interpret, and analyze written budgets and financial documents.
7. Professional written communication skills are required.
8. Ability to effectively present information and respond to questions from groups and individuals.
9. Ability to interpret budgets, government regulations, and professional journals.
10. Ability to collect data, establish facts, and draw valid conclusions.
11. Possession of a valid California Drivers License, a good driving record, and automobile insurance per requirements of the State of California. Must possess reliable transportation and be willing to use your own automobile on the job.
12. A working knowledge of Microsoft Office; proficient in Excel, Word and Access.
13. Ability to organize work and priorities to meet deadlines.
14. Bondable

**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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this classification, the employee is often required to stand; sit; walk; talk; hear; use hand to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in the office, and moderate in the field

**ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION**

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Print Name:

\_\_\_\_\_  
Signature

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Date: