

Rural Communities Housing Development Corporation

Position Description

Position Title	<i>Project Manager</i>
Position Class	<i>Non-Exempt</i>
Supervisory Responsibilities	<i>None</i>
Reports to	<i>Project Developer</i>
Work Site	<i>Corporate Office</i>

General Duties and Responsibilities

The Development Department Project Manager will be responsible for Development Department project and program management, ensuring the effective and systematic development of housing consistent with the organization's mission and the implementation of its public purpose objectives. Responsibilities include; evaluating potential opportunities, applying for grants and loans, closing property transactions, overseeing construction, coordinating with property management and consultants, cooperating with finance department to assure payments and compliance with regulations. Identify between three and eight primary duties and responsibilities for the position.

Job Duties and Responsibilities

1. Establishes and maintains project schedules and timelines for all multifamily and single family development projects.
2. Develops, implements monitors and manages all multifamily and single family development project budgets.
3. Reviews plans and specifications provided by Architects for all upcoming development projects. Audits and communicates with Engineer/Architect to ensure feasibility given budgetary constraints.
4. Ensures construction methods meet requirements set forth by funding agency.
5. Identify constraints during preliminary development phase allowing adequate time to resolve prior to financing deadlines.
6. Communicates with sub-contractors, answering job specific questions and supplies relevant documents ensuring sub-contractors are versed in regulatory requirements.
7. Establish production goals and milestones for all multifamily and single family development projects.
8. Establish and maintain regular project reporting to the Director of Development and construction supervisory staff.
9. Maintain up-to-date understanding of the finance, design and public approval issues for all projects in predevelopment and construction phases.
10. Maintain compliance with funding agencies regulations throughout regulatory period; ensure project is successfully handed off to property management.
11. Take primary responsibility for new project initiation.
12. Maintains regular contact with RCHDC Construction Manager, COO, CFO and Director of Property Management to assure that interdepartmental communication is clear and orderly.
13. Research new opportunities for RCHDC and present to supervisors.
14. Work toward achieving the goals expressed in RCHDC's "Vision Statement".
15. Other duties as assigned.

Qualifications

Qualifications include:

1. BA or BS degree in finance, business administration, public administration, real estate development, or organizational studies preferred. A combination of 4 years of education and/or experience related to affordable housing, city planning, or community development is preferred.
2. Experience development and/or construction project management software; preferably Microsoft Project.
3. Ability to read, interprets, and analyzes written budgets and financial documents.
4. Ability to write business correspondence.
5. Ability to read and interpret construction drawings and blueprints.
6. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals, percentages and ratios.
7. Ability to interpret and create spreadsheets using Microsoft Excel.
8. Ability to readily make use of all mathematical skills needed to create project budgets and solve for needed quantitative information as project assumptions are changed.
9. Ability to interpret budgets, government regulations, and professional journals.
10. Ability to collect data, establishes facts, and draw valid conclusions.
11. Possession of a valid California Driver's License, a good driving record, and automobile insurance per requirements of the State of California. Also have reliable transportation and willingness to use own automobile on job.
12. A working knowledge of Microsoft Office; proficient in Excel, Word, graphic software and facility with the Internet.
13. Ability to organize work and priorities to meet deadlines.
14. Bondable

Working conditions

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.

Physical requirements

The physical requirements 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.

While performing the duties of this job, employee is regularly required to walk; sit; use hands to handle objects/operate keyboards, tools or controls; reach with hands and arms; stoop; kneel and crouch; talk and hear.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that Rural Communities Housing Development Corporation may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Date: _____

Employee Printed Name _____

Employee Signature _____