

# HOUSING AUTHORITY of the COUNTY OF MONTEREY

Revised: 08/27/01

## **DIRECTOR OF HOUSING DEVELOPMENT** (FLSA Exempt)

### **DEFINITION/PURPOSE:**

Assist in the technical planning, development, implementation, and contract administration of housing development, modernization, and rehabilitation programs. Find opportunities for the development of new affordable housing and ensure that rehabilitation/modernization of existing stock is undertaken in a timely manner. Supervise the Authority's modernization and rehabilitation workforce. Monitor outside contractors, including architects, engineers, construction supervisors, and others to ensure performance according to agreement. Assists the Chief Financial/Deputy Executive Director in the development and implementation of programs that maximize the probability of the Authority accomplishing its goals and objectives.

### **DISTINGUISHING CHARACTERISTICS:**

This single position management classification is responsible for overseeing and facilitating the technical issues necessary to accomplish the design, construction, remodeling, repair, and maintenance of conventional housing and modernization programs. It assists in the long-range planning, identification, and development of opportunities for affordable housing. The classification is distinguished from the Community Development Planner in that the latter has the primary responsibility for the acquisition of funding and the development of partnering to accomplish the Authority goals. It differs from all other classifications in that it is solely responsible to the Chief Financial/Deputy Executive Director for effective and timely technical oversight and advice to facilitate the successful accomplishment of the Authority's goals.

### **SUPERVISION RECEIVED AND EXERCISED:**

Operates under the direct and general supervision of the Chief Financial Officer/Deputy Executive Director.

Provides direct supervision and general direction to a Modernization and Rehabilitation Manager who supervises the force account crew supervisor.

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

- Manage major development projects by overseeing design, bidding and cost estimation, construction supervision, project completion and analysis of costs.
- General and indirect supervision over modernization/rehabilitation crew's supervisor and crew.

- Manage annual capital improvement funds to rehabilitate/modernize HUD units. Prepare and monitor capital budgets for project construction activity.
- Assist in the development of long-range plans for the development of affordable housing in the County.
- Advise and assist in preparation of contracts, cost estimates, bidding and construction administration for all housing and modernization programs.
- Establish and maintain good working relationships with contractors, government agency staff, and Housing Authority staff and resolve problems that arise.
- Prepare progress reports for the Chief Financial/Deputy Executive Director and keep the schedule current on all housing and modernization projects.
- Serve as the Authority representative at construction sites. Visit projects to inspect work under construction and verify that contract requirements are being met. Maintain adequate monitoring and reporting systems to ensure the adequacy, quality, and timeliness of program work. Present, recommend, or resolve issues and concerns related to construction contracts.
- Advise the Chief Financial/Deputy Executive Director on problems or potential problems as requested. Undertakes special assignments as directed by the Chief Financial/Deputy Executive Director.
- Assist in the preparation of all documents and paperwork including drawings specifications, contracts, bidding procedures, rights of way, zoning, granting of easement and other documents as required to implement the various housing, modernization, and force account jobs undertaken by the Authority.
- Provide assistance in the maintenance program by giving information, making suggestions on materials and methods to be used, and facilitating joint use of force account and maintenance personnel.
- Acts in an advisory capacity to other staff in areas related to development and modernization programs.
- Serve as a policy and program advisor to the Chief Financial Officer/Deputy Executive Director and Executive Director regarding development, modernization, and redevelopment issues.
- Review and prepare draft comments on proposed Federal, State, and local regulations and their prospective impact on department programs. Suggest alternative courses of action, as applicable.
- Make verbal reports and presentations to the Board of Commissioners and other bodies. Prepare written reports and resolutions for Commission review and approval.

**OTHER JOB FUNCTIONS:**

- Serve as Section 504 (Americans with Disabilities Act) compliance officer.
- Serve as Authority Safety Officer.
- May represent the Authority at public meetings and conferences.
- Perform related duties as assigned.

## **SPECIAL REQUIREMENTS:**

Knowledge of – Analytic methods and procedures involved in making accurate predictions of future building needs. Methods, regulations, equipment, and materials used in the construction industry. Federal, state, and local building procedures, and applicable building and safety codes. The standards used in grading workmanship and materials used in building construction. Design requirements of various housing levels, and Federal and State requirements and procedures with respect to hazardous materials, their abatement, handling and disposal. Federal and State requirements in procuring aid for Authority building projects. Public housing laws, program and agency rules, regulations, standards and programs, and the local housing market and building construction industry.

Ability to – Work cooperatively with others in the development and implementation of public/private housing programs. Assist in the planning, organizing, and monitoring of Authority building projects. Read and interpret building plans, blueprints, and specifications. Maintain confidentiality. Collect and analyze data, draw conclusions, and prepare reports and recommendations. Comprehend and interpret complex rules, regulations, and laws. Establish and maintain effective working relationships and interaction with public officials, contractors, architectural firms, staff members, and the public. Prepare cost estimates and develop and monitor contracts. Communicate complex ideas clearly and effectively both orally and in writing; and speak effectively before groups. Operate a personal computer using applications programs supportive of assigned tasks.

Licenses and Certificates – None required.

California Driver License - Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority's insurance carrier.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, sit for lengthy periods of time, climb ladders, work at heights, climb, stretch, bend, and walk over uneven ground. Operate keyboard equipment. A majority of work is conducted in a standard indoor environment, although outside work is frequent.

Other – Provide an annual Statement of Economic Interest.

- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.

- Be bondable.

## **EXPERIENCE AND EDUCATION GUIDELINES:**

Experience – Four (4) years of increasingly responsible experience in building design and/or project management involving the construction of public buildings, construction inspection; or administrative responsibility in a public housing authority that included responsibility for assisting in a development program.

Education – Possess a bachelor's degree from an accredited college or university with a major in architecture, engineering, construction technology, or a related field is required. Possession of a master's degree from an accredited college or university in one of the related fields may be substituted for one year of required experience.