



# **City of Phoenix**

## **HOUSING DEVELOPMENT MANAGER**

**JOB CODE 08680**

Effective Date: 05/93

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to manage the affordable housing and modernization programs for the Housing Department. Incumbents are responsible for the coordination and supervision of all activities involved in the implementation of the General Obligation Bond Program, as well as other programs for affordable rental or ownership housing. Work involves the preparation of conceptual program designs, soliciting participation in programs, coordinating proposals with various city, state and federal agencies for approval of funding assistance, developing strategies for joint participation and financial planning, site and structural design analysis, negotiation of development agreements with private developers, economic viability analyses, and oversight of construction/redevelopment budgets, and facility management. Supervision is exercised over Housing Development Specialists and Housing Development Assistants. Work is oriented to both short-term and multi-year projects and requires considerable initiative and independent judgment. Work is performed under the general supervision of the Housing Development and Modernization Administrator with performance evaluated on the basis of results achieved.

### **ESSENTIAL FUNCTIONS:**

- Coordinate, direct and supervise all functional activities and personnel involved in the implementation of the General Obligation Bond Program, and other programs for affordable rental or ownership housing and public housing modernization;
- Negotiates detailed legal and financial agreements;
- Analyzes and administers annual operating budgets for the various projects;
- Reviews development proposals to ensure compatibility with land use and zoning regulations, compliance with stated housing goals and policies, reasonableness of development and acquisition costs, and feasibility of project operation costs and future net operating income;
- Prepares conceptual program designs;
- Develops and implements strategies for private developer and non-profit organization participation in affordable housing programs;
- Coordinates proposals with various city, state and federal agencies for plan approval or funding assistance;
- Analyzes site and structural designs, and real estate investment offers;
- Writes Requests for Proposals (RFPs), progress and informational reports;



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- Prepares and conducts proposer orientation meetings, and makes presentations to City Council and various committees;
- Staffs various City committees;
- Serves as the department's point of contact and public relations person for all affordable housing modernization programs;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

### **Required Knowledge, Skills and Abilities:**

#### Knowledge of:

- Low income housing programs and associated funding sources.
- Current real estate law and practices.
- Site development practices, land use planning and law, structural design, and zoning regulations.
- Financing techniques and feasibility analysis procedures.
- Public speaking techniques.
- Contract negotiation methods and legal procedures.
- Program development, monitoring, and control systems.

#### Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Communicate orally with customers, clients or the public in face-to-face one-to-one settings, using a telephone, or in group settings.
- Instruct others in a classroom setting.
- Comprehend and make inferences from written materials.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Enter data or information into a terminal, PC, or other keyboard device.
- Operates a variety of standard office equipment requiring continuous or repetitive arm-hand movements.
- Work cooperatively with other City employees, private developers, consultants, City Council, and the public.
- Work safely without presenting a direct threat to self or others.

### **Additional Requirements:**



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- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Five years of responsible experience in housing development at a level requiring the supervision of, or participation in, the planning and design of projects, financial analysis of project proposals, negotiations with public entities, and the coordination of legal document preparation, and a bachelor's degree in public or business administration, economic development, real estate, urban planning, or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.