

# Housing Authority of the City of East St. Louis

## Job Description

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**Title:** Development Director

**Salary:** Grade 14 (Exempt)

**Reports To:** Executive Director

**Supervises:** Department Staff

### **Position Description:**

This position is responsible for the development and redevelopment of existing and new affordable housing by the Housing Authority of the City of East St Louis. The work includes setting policy, planning, coordinating and other actions to facilitate the financing and implementation of development and redevelopment projects consistent with the Housing Authority's overall plans

### **Essential Duties:**

1. Develops, monitors and coordinates overall plans and implementation schedules for all approved development programs. Coordinates all phases of development including site selection, property acquisition, proposal development, construction document creation, and funding.
2. Oversees the procurement and contract administration for all development activities. Ensures that procurement documents are prepared in accordance with HUD guidelines and ESLHA policy and procedures.
3. Assist HA and developer partner obtain finance for the projects.
4. Oversees the contract administration for development activities and capital fund expenditures.
5. Reviews specifications, drawings and bid documents to conform to HUD and ESLHA requirements. Ensures that payment requests, contract modifications, settlement documents and claims are processed in accordance with HUD guidelines and ESLHA policies and procedures.
6. Monitors HUD review of Development activities. Ensures that all HUD comments are answered in a timely manner. Maintains appropriate documentation to monitor HUD reviews.
7. Oversee and monitors budgets for Development activities. Coordinates with the Finance Department to ensure that all obligation and expenditure deadlines are met.

8. Responsible for compliance with Davis-Bacon and other federal and state labor standards for Development activities.
9. Keeps abreast of changes in Federal Regulations that affect Development programs.
10. Coordinates Development activities with other ESLHA departments and ESLHA residents.
11. Responsible for development of new public housing units and recommends changes to the Authority's housing stock and the need for additional affordable housing in the housing market.
12. Periodically visits construction sites to ensure accurate progress and quality reporting.
13. Prepares, develops, completes, and submits grant applications for funding.
14. Studies current conditions of existing housing stock and the need for additional affordable housing and the housing market.
15. Prepares Request for Proposal and Bids to obtain vendors, consultants and developers for affordable housing development and redevelopment projects.
16. Other duties as assigned.

**Performance Standards:**

1. Attendance is reliable; leave does not exceed the amount permitted and the employee has no unexcused absences;
2. Thorough knowledge of the principles and practices of public/affordable mixed finance development, including but not limited to low-income housing tax credits, bonds, Brownfield's funding, energy efficiency credits, etc;
3. Strong knowledge of planning techniques and managing a work program;
4. Full knowledge of the Housing Authority's goals and policies for redevelopment of its properties;
5. Working knowledge of the Choice Neighborhood and Rental Assistance Demonstration Program;
6. Working knowledge of issues relating to mixed-finance public/affordable housing;
7. Working knowledge of basic financial feasibility analysis;
8. Working knowledge of project management and contract administration;

9. Strong management skills, ability to plan and supervise the work of others;
10. Ability to build and maintain a professional and working relationship amongst stakeholders and various community organizations;
11. Ability to formulate and organize neighborhood plans with various organizations and the community;
12. Ability to communicate effectively and get along with others;
13. Ability to establish priorities and make decisions based on established policies;
14. Ability to evaluate development proposals to make an optimum decision;

**Qualifications:**

- Education: Bachelor's Degree in Engineering, Construction Management, Architecture or related field preferred.
- Experience: At least five 5-7 years of progressively responsible management experience related to the duties of this position, preferably public housing or similar government unit.
- Special Skills: Proficient in reading and interpreting drawings and specifications. Knowledge in the use of a Personal Computer. Effective verbal and written communication skills. Effective leadership skills.
- Other Requirements: Must possess a valid driver's license.

**Submit Resume:**

- [eslha-hr@eslha.org](mailto:eslha-hr@eslha.org) or online at: [www.eslha.org](http://www.eslha.org)

*East St. Louis Housing Authority is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.*

*This job description is intended to describe the general nature, complexity and level of work to be performed by employees assigned to this position and shall not be construed as an exhaustive list of responsibilities, duties, and/or skills required. It does not prescribe or restrict the work that may be assigned. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the Housing Authority of the City of East St. Louis.*