

Housing Authority of the City of East St. Louis

Job Description

Title: Development Director

Salary: \$51,796.91 (Exempt)

Reports To: Executive Director

Supervises: Development Coordinator

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. (ESLHA) 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. Assist ESLHA and developer partner obtain finance for the projects.
3. Oversees the procurement and contract administration for all Development activities and capital fund expenditures. Ensures that procurement documents are prepared in accordance with Housing and Urban Development (HUD) guidelines ESLHA policy and procedures.
4. 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.
5. Monitors HUD review of Development activities. Ensures that all HUD comments are answered in a timely manner. Maintains appropriate documentation to monitor HUD reviews.
6. Keeps abreast of changes in Federal Regulations that affect Development programs.
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 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.
9. Periodically visits construction sites to ensure accurate progress and quality reporting.
10. Prepares, develops, completes, and submits grant applications for funding.
11. Perform other related duties as assigned.

Performance Standards:

- Attendance is reliable; leave does not exceed the amount permitted and the employee has no unexcused absences.
- Thorough knowledge of the principles and practices of public/affordable mixed finance development, including but not limited to low-income housing tax credits, bonds, energy efficiency credits.
- All documentation required by HUD guidelines relating to contract Administration are submitted for approval and executed within the established schedule.
- All construction schedules, as specified in the contract documents are met.
- All obligation expenditure deadlines for Development activities are met.
- All development funds are requisitioned completely, accurately and in a timely manner.
- Strong management skills, ability to plan and supervise the work of others.
- Performance appraisals of subordinates are completed properly and on time. In the opinion of the supervisor, the appraisals reflect insight and sound judgement.
- Management reports and HUD reports are prepared accurately and approved and submitted by the date required.
- Working knowledge of the Choice Neighborhood and Rental Assistance Demonstration Program.
- Working knowledge of basic financial feasibility analysis.
- Working knowledge of project management and contract administration.
- Ability to build and maintain a professional and working relationship amongst stakeholders and various community organizations.

- Ability to formulate and organize neighborhood plans with various organizations and the community.
- Ability to communicate effectively and get along with others.
- Ability to establish priorities and make decisions based on established policies.
- 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, computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel). Effective verbal and written communication skills.

Other Requirements: Maintain a valid driver's license and a safe driving record.

Submit Resume to:

eslha-hr@eslha.org or online at: 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.