

Community Development Project Manager II

Dept/Div: *Community Development*

FLSA Status: *Exempt*

General Definition of Work

Performs difficult skilled technical work overseeing capital improvement projects, housing and development programs, new affordable housing development, housing financing programs, plans, grants and reporting, and related work as apparent or assigned. Work is performed under the general direction of the Community Development Assistant Director. Occasional oversight is exercised over Project Manager I and Community Development Technician.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Ensures timely and accurate preparation and submission of program, federal labor, procurement, and other reports; ensures file documentation is complete and files are audit-ready.
- Researches and prepares reports, presentations and other correspondence related to strategic planning and housing and community development issues as assigned by the Assistant Director, Deputy Executive Director or Executive Director.
- Develops and revises policies based on emphasis area, including housing financing programs; capital improvements; property management; procurement; and ongoing compliance with said policies.
- Facilitates and presents at meetings; communicates effectively and proactively; creates agendas and prepares agenda items; conveys key messages; and develops recommendations.
- Builds and maintains relationships with municipalities, community partners, industry partners, and developers; serves as primary contact for planning staff, understands and applies zoning and land use criteria, and strategizes about fulfilling affordable housing needs.
- Stays informed of emerging trends and data; participates in committees; and attends meetings, workshops, and conferences.

Construction/Development Emphasis

- Manages and facilitates specific assigned housing and redevelopment programs, including capital improvement and rehabilitation projects, new housing developments, and redevelopment projects in collaboration with partner cities. Develops work plans, schedules, and budgets for assigned programs and projects.
- Conducts inspections, creates scopes of work, selects designers/vendors and administers bidding, construction, funding and closeout.
- Prepares funding applications to assist in financing capital improvements, new development projects or other municipal or Agency partnership projects. Reviews loan documents and regulatory agreements; administers external funding commitments and ensures compliance with funder requirements.
- Assists in negotiating the acquisition and disposal of property for housing development and redevelopment; evaluates potential sites, coordinates with legal counsel and real estate professionals, ensures maintenance and security of the site and fulfills all necessary requirements for transfer of property. Creates and maintains relationships with developers.
- Coordinates the development process; analyzes sales data and market comparables; facilitates property appraisals; monitors the completion of capital improvements; and assists in the preparation and closing of a project finance program.

Finance/Underwriting Emphasis

- Manages and facilitates specific assigned housing and redevelopment programs, which may include the Low Income Housing Tax Credit program, local housing trust fund program, Tax Increment Financing, and preservation financing; develops work plans and budgets for assigned programs.
- Administers assigned housing and community development financing programs; drafts and implements procedures and application materials; develops funding recommendations; and proactively engages with internal and external stakeholders to support the long-term sustainability and affordability of Agency-financed developments.
- Analyzes funding applications to finance the new construction or preservation of affordable housing units; confirms funding eligibility and compliance; underwrites project financing and operating proforma; recommends financing terms; prepares and reviews required documents.
- Facilitates finance closings for Agency-funded developments in coordination with external funding entities; prepares and reviews closing documents; reviews closing due diligence submissions; reviews and approves disbursement of Agency funding.
- Compiles and maintains data on Agency financing programs; provides reports and data to community partners and

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other stakeholders; provides technical assistance to financing applicants and community partners; acts as subject matter expert for affordable housing financing when requested.

Knowledge, Skills and Abilities

Competencies required:

Thorough knowledge of real estate and property management; comprehensive skill managing programs; thorough skill leading mission driven change; thorough skill building strategic relationships; thorough skill managing financial resources; general skill leading other people; general skill managing human resources; general skill serving program clients; ability to display project management and organizational skills; ability to display analytical and critical thinking skills; ability to display proficient communication skills; ability to use standard computer equipment.

Other knowledge, skills and abilities required:

Comprehensive knowledge of the federal procurement process; some knowledge of federal HOME and CDBG funding program and compliance reporting requirements; general knowledge of federal Low Income Housing Tax Credit financing and program regulations; thorough knowledge of real estate practices as they relate to HUD properties; thorough knowledge of the principles and practices of public housing management; general knowledge of local, state and federal guidelines governing public housing and housing finance; thorough knowledge of construction design services and construction administration; thorough knowledge of the reports necessary to comply with housing programming; general knowledge of housing finance policies, program policies and manuals; comprehensive skill gathering and presenting data related to capital improvement budgets and progress reports; thorough skill operating standard office equipment and related hardware and software; thorough skill creating and maintaining maps; ability to drive to project sites; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with contractors, vendors, legal counsel, financial advisors, consultants, state and national agency affiliates, municipal and County staff, Agency staff and the general public; ability to respect and relate well to people from varied backgrounds, understand diverse worldviews, and be sensitive to group differences; ability to see diversity as an opportunity, and challenge bias and intolerance.

Education and Experience

Bachelor's degree with coursework in planning, project management, or related field and considerable experience working in urban studies, planning, housing, government housing administration, construction project management, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires sitting and occasionally requires standing, walking, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

National Development Council Housing Finance Development Certification within two (2) years.
Applicable agency and department training necessary to meet the essential functions will be provided upon hire.
Valid driver's license in the State of Minnesota.

Last Revised: 04/09/2024