

CLASS SPECIFICATION

Associate Project Manager
Code Number:

GENERAL PURPOSE

Under direction, plans, organizes and manages assigned projects that enhance, create, service or maintain affordable housing opportunities in San Diego; assists more senior staff on large, complex housing projects; seeks imaginative new approaches to affordable community housing; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Associate Project Manager is the journey-level professional class in the project management job family. Incumbents are typically assigned to straight-forward to moderately difficult housing development and financing projects and are expected to manage their projects with periodic supervision and oversight.

Associate Project Manager is distinguished from Project Manager in that incumbents in the Project Manager class are accountable for the most complex and sensitive housing projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Plans, organizes, coordinates, directs and assesses all work and activities for assigned SDHC affordable housing projects; serves in a project manager role or assistant as a developer and/or partner to another development entity and/or funding source, lender or re-financier; stewards a project through its entire life cycle, which could include pre-development site acquisition through occupancy.

Initiates and administers development project activities including creating the financing, managing the general contractor and overseeing construction, securing necessary permits and ownership transfer; ensures construction activities comply with the construction contract and applicable funding source requirements; takes an advocacy position for assigned projects.

Produces cost estimates, financial proformas, completion schedules and project implementation budgets; drafts contracts, lease agreements, settlement agreements, loan documents and other financing arrangements and real estate documents for review and approval; monitors project expense budgets and approves/processes project expenditures; prepares reports for Commission management, Housing Commission Board and Housing Authority.

Seeks development opportunities from outside sources such as brokers/lenders and developers; negotiates project details with developers, consultants, lenders and attorneys; identifies and recommends existing multi-family housing units for Commission acquisition and ownership; performs financial feasibility analyses on identified properties, as directed by Commission management.

Completes applications for funds; pursues new or alternate financing when appropriate; ensures a viable financing plan is approved for each project.

Ensures the continuing viability and operation of existing affordable housing units in the city by servicing these projects and their financing; handles developer requests for refinancing, asset transfers and land transfers in exchange for increases in their affordable housing terms/conditions.

Prepares and disseminates Requests for Proposals and Notices of Funding Availability; responds to questions and inquiries from developers; evaluates project funding proposals and makes recommendations to the Commission's Loan Committee and the Board.

OTHER DUTIES

Assists in the development of section policies and procedures.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Project management and contract administration principles and techniques; applicable laws and regulations regarding affordable housing projects; theory, principles and practices of real estate and housing unit development, financing, construction, ownership and tenant leasing; research methods; Commission policies and programs; principles of financial analysis and budgeting; housing quality standards; project record keeping practices; principles and practices of sound business communication.

Ability to:

Analyze, plan and manage standard to moderately difficult housing development, acquisition, financing and servicing projects; understand, interpret and apply Commission, local, state and federal policies, regulations, laws and funding practices as they apply to Commission affordable housing projects; present proposals and make recommendations clearly and logically; organize work, set priorities and exercise sound professional judgement within established authority; communicate clearly and effectively, orally and in writing; prepare clear, concise and complete project reports, plans and analyses; exercise tact and diplomacy in dealing with sensitive issues.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in finance, business administration, public administration or a closely related field; and at least two years of progressively responsible experience in the stewardship of affordable housing projects or programs; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit, stand and walk; talk and hear, in person, in meetings and by telephone; and use hands to handle and operate standard office equipment.

Specific vision abilities required by this job include close, distance and color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under changing deadlines and interact with all levels of management, developers, lenders, governmental officials, employees, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.