

CLASS SPECIFICATION

Supervising Project Manager
Code Number: _____

GENERAL PURPOSE

Under general direction, plans, supervises and participates in the work of a small professional staff engaged in developing and managing projects which create, service and/or maintain affordable housing units in San Diego, focusing on new construction or rehabilitation or acquisition and the financing/funding necessary for such projects; provides expert professional assistance to staff on projects to ensure Commission resources are used efficiently to create viable affordable housing; works with managers and staff to initiate new methods to produce affordable housing; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Supervising Project Manager is the supervisory class in the professional project management job family. The incumbent assigns, supervises and advises staff and participates in planning, designing and carrying out complex, rigorous and sensitive housing development and financing projects to meet the Commission's mission, goals and priorities for achieving public policy objectives in this area, consistent with the availability of resources and its Core Values regarding customer/client and community service.

Supervising Project Manager is distinguished from Project Manager by the incumbent's responsibility for supervising a small professional project management unit, in addition to participating in the planning, design and implementation of complex and sensitive housing development and financing projects. The Supervising Project Manager tracks and monitors the funding for, and progress on, multiple 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, controls, integrates and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve section or unit goals and objectives; contributes to the development of and monitors performance against the annual section budget(s); supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.

Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Commission personnel policies and Memoranda of Understanding.

Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the section's and the Commission's mission, objectives and Core Values.

Plans, organizes, supervises, monitors and evaluates the work of staff assigned to designated housing development and financing projects; provides guidance and assistance in dealing with difficult, complex and sensitive project development and implementation issues; personally serves in a project manager role as a developer and/or partner to another development entity and/or funding source, lender or re-financier and carries out project development and implementation responsibilities for one or more affordable housing projects; directs and oversees a project through its entire life cycle, which could include pre-development site acquisition through transfer of completed project to owner/asset management.

Supervises and reviews or coordinates, integrates and administers development project activities including creating the financing, hiring/managing consultants, selecting/managing the general contractor and overseeing construction, securing necessary permits, ownership transfer and initial tenant occupancy; ensures construction activities and results comply with the construction contract and applicable funding source requirements; takes an advocacy position for each project.

Assigns, directs, prioritizes and reviews the work of team staff assigned to a project; 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 with general counsel; monitors project expense budgets and approves/processes project expenditures; prepares board reports for the Housing Commission and Housing Authority.

Supervises staff involved in encouraging development opportunities from outside sources such as brokers/lenders and developers; supervises and participates in negotiation of project details with developers, consultants, lenders, attorneys and other nonprofit and governmental entities.

Identifies, analyzes and recommends existing multi-family housing units for Commission acquisition and ownership; performs financial feasibility analyses to demonstrate viability; completes all acquisition activities and transactions.

Supervises, reviews and participates in completion of applications for funds; pursues new or alternate financing and other resources for project funding such as tax credits, multi-family bonds, grants, outside loans, property trades, etc; ensures a viable financing plan is approved for each project.

Supervises, reviews and participates in preparing and disseminating 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

Serves as Commission staff liaison to San Diego Housing Development Corporation; coordinates with City Council offices when a project will have an impact on a Council district.

Acts for the section Manager in that individual's absence.

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 project budgeting; housing quality standards; project record keeping practices; principles and practices of public administration including budgeting, purchasing and contracting and the maintenance of public records; principles and practices of sound business communication; Commission administrative regulations, personnel policies and Memoranda of Understanding; principles and practices of effective supervision.

Ability to:

Provide effective supervision, leadership, guidance and coaching to other experienced professionals engaged in developing and implementing housing development and financing projects, while carrying out assigned professional and project management responsibilities; analyze, plan and manage complex 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; manage, motivate and persuade project staff, outside developers, lenders and others; organize work, set priorities, manage personal and staff time 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 or political housing project 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 three years of progressively responsible experi-

ence the development of affordable housing programs or projects at the level of Project Manager or Senior Program Analyst; 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.