

## **CLASS SPECIFICATION**

**Project Manager**  
**Code Number:**

## **GENERAL PURPOSE**

Under general direction, independently plans, organizes and manages 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 broad technical expertise to projects to ensure Commission resources are used efficiently to create viable affordable housing; and performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

Project Manager is the advanced professional class in the project management job family. Incumbents are assigned to the most complex, rigorous and sensitive housing development and financing projects, and are expected to effectively carry out their duties with minimum guidance and direction.

Project Manager is distinguished from Associate Project Manager in that incumbents in the Associate Project Manager class possess less extensive experience and knowledge of Commission housing program management standards, policies, techniques and applicable laws/regulations, as well as possessing less ability to develop complex financial strategies for housing development, and, as a result, are assigned to less complicated projects or to assist Project Managers on complex 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, directs and evaluates all work and activities involved in one or more SDHC affordable housing projects; serves in a project manager role as a developer and/or partner to another development entity and/or funding source, lender or re-financier; 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.

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 reports and presentations for the Housing Commission Board and Housing Authority.

Identifies and initiates new approaches to producing affordable housing in a challenging fiscal/funding environment; seeks development opportunities from outside sources such as brokers/lenders and developers; negotiates 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.

Completes 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.

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**

May serve 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.

Makes presentations to community groups.

Assists in the preparation of the section's budget, goals and objectives.

## **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; personnel policies and personnel management; principles and practices of sound business communication.

### **Ability to:**

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; analyze and structure complex financial strategies and packages; present proposals and make recommendations clearly and logically; manage, motivate and persuade project staff, outside developers, lenders and others; 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 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 six years of progressively responsible experience in the stewardship of affordable housing projects, three years of which were at a level equal to the Commission's Associate Project Manager class; 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.