



Housing Authority of Bexar County / San Antonio, Texas 78202  
 (210) 231-2012 ☐ Fax (210) 225-6976

## POSITION DESCRIPTION

<b>TITLE</b>	Director of Development	<b>SEND RESUME TO</b>	<a href="mailto:Jamie.flechas@habctx.org">Jamie.flechas@habctx.org</a>
<b>SUPERVISOR</b>	Executive Director	<b>DEPARTMENT</b>	Operations
<b>REGULAR/TEMP</b>	Regular	<b>FULL/PART</b>	Full-time

**Position open until filled.**

### **SUMMARY OF WORK PERFORMED:**

The Director of Development is responsible for overall operation of the Housing Authority's construction, development, and remodeling projects for BMDC (Building Meaningful Dynamic Communities) under the supervision of the Executive Director. The Director of Development performs managerial, supervisory, and administrative tasks involved in planning, organizing, coordinating, and directing efforts organize, plan, and see projects through to completion.

#### **Essential Functions:**

- Serves as policy and program advisor to the Executive Officer regarding property management, development and operations.
- Coordinates and supervises work of subordinates, organizes, and provides employee training, monitors their work, evaluates their performance, counsels staff, and makes recommendations to the Executive Director for evaluation purposes.
- Determines the programmatic objectives and financial feasibility of affordable housing development projects by securing and leveraging public and private sector funding sources.
- Prepares and evaluates competitive funding applications for the Low Income Housing Tax Credit Program and knowledge of Public Facilities Corporation (PFC).
- Prepares and evaluates project construction and operating budgets to include analysis of project performance.
- Identifies potential opportunities for development and negotiates property acquisitions and conducts site feasibility analysis through review of appraisals, surveys, environmental reports, and title reports.
- Develops requirements & selection criteria for requests for qualifications for developers, contractors, and vendors.
- Negotiates partnership agreements with developers, loan and grand agreements with various funding agencies and contracts for services
- Plans, organizes, and implements assigned capital improvement projects in accordance with all applicable OSHA, state and federal building codes, regulations and Housing Authority policies and procedures.
- Ensure that all capital improvement activities are performed in accordance with Housing Authority of Bexar County Policies and Procedures and applicable Department of Housing and Urban Development's (HUD) regulations, in addition to all applicable federal, state, and local laws and guidelines.
- Identify resources needed to implement project and work with Procurement to prepare solicitation documents necessary to procure outside resources needed. Assists in preparation and administration of annual budgets and revisions, quarterly requests for payment funds, to develop preliminary project budget considering all labor, materials, vendors, and contractors that will be required to implement projects, while coordinating a collaborative process through bid documents, and other reports and statistical information.
- Obtains all necessary regulations and permits.
- Collaborates with architects, engineers, electricians, contractors, and other specialists on all projects.
- Develop preliminary project schedule considering any time constraints, such as Board meetings, Procurement policy/procedures, holidays, permitting, etc.
- Writes and submits testing and inspection logs, quality assurance reports, and punch lists.
- Coordinate, track progress, and document progression of all necessary project meetings including pre-design,

design, pre-construction, construction job progress meetings and others, as necessary, and other duties as required.

**Knowledge, Skills, and Abilities:**

- Ability to communicate clearly and concisely, both orally and in writing.
- Skill in using office machines and equipment such as calculators and computers.
- Excels at organization, time-management, problem solving, procurement and budgeting.
- Knowledge real estate development and finance models with an understanding of construction and construction management
- Knowledge of complex construction budgets and property operating budgets
- Knowledge of land purchase contracts, project planning and the site feasibility and pre-development evaluation process
- Understanding of construction methods and standards as well as working knowledge of health & safety regulations of Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), Housing and Urban Development (HUD) etc.
- Excellent computer skills to include Microsoft Office Suite - Word, Excel, PowerPoint, and Access.
- Build strong relationship with clients, vendors, contractors, construction workers, and maintenance staff.

**Supervision:**

The employee receives work assignments and instructions from the Executive Director. Normally, the instructions are broad and general. In unusual situations the supervisor may specify how to accomplish assigned work. The employee performs routine tasks without direct supervision.

**Responsibility for Confidential Matters:**

The employee will have access to sensitive information. The employee will be required to ensure all confidential information is secured at all times.

**Complexity:**

The employee is required to exercise personal judgement in making decisions in accomplishing assignments. Non-routine situations are usually discussed with the executive director to determine a resolution.

**Physical Demands:**

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

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to communicate via email and verbally via telephone. The employee must occasionally transport up to 25 pounds.

Outside environment, Maintenance, and construction sites, and in all types of weather.

Dexterity of hands to operate hand and power tools. Standing for long periods of time. Seeing to read a variety of materials. Lifting, carrying, pushing, or pulling light to moderately heavy objects. Bending at the waist, kneeling, etc.

**Work Environment:**

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

This position will be 50-50% in an office setting and out in the field setting, on job sites, working with vendors, contractors, and other personnel while at project and construction sites, etc.

The employee must occasionally lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds. Sitting for long periods of time, sedentary. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Work may also involve eye strain from working with computers and other office equipment.

The noise level in the work environment is usually moderate. High level of interaction with external/internal clients. May be required to work at different properties or sites for interim periods to support business needs.

Subject to environmental elements when conducting visits to various sites or participating in outside events.

In compliance with the Americans with Disabilities Act, Housing Authority of Bexar County will make reasonable accommodation to the known disability of a qualified applicant or employee to enable people with disabilities to enjoy equal employment opportunities, if it would not impose an "undue hardship" on the operation of the employer's business.

Salary: Commensurate with experience.

HABC is an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.

### **Education & Experience Required:**

- Bachelor's Degree required in Construction science, Management, Architecture, Business Administration, Engineering, or related field from a four-year college or university and six to ten years related experience or training; or equivalent combination of education and experience.
- Four years of progressively responsible experience in the area of construction management, at least one year of which was at supervisory or managerial level.

### **Preferred Experience**

- Master's degree from a four-year college or university and six or more years related experience and/or training; or equivalent combination of education and experience.
- Occupational Safety and Health Administration (OSHA) 30-Hour Outreach training preferred, but employee will be required to obtain within 1 year of employment.
- Construction Project Management Certification

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