



Housing Authority of the City of Columbia, Missouri

Human Resources

201 Switzler Street, Columbia MO 65203

Office: (573) 443-2556 ♦ Fax: (573) 443-0051 ♦ TTY: (800) 735-2966 ♦ www.ColumbiaHA.com

DIRECTOR OF AFFORDABLE HOUSING DEVELOPMENT AND COMPLIANCE

DEPARTMENT/DIVISION: Affordable Housing Development and Compliance

REPORTS TO: Chief Executive Officer

POSTING: Internal and External

DATE OF POSTING:

SALARY RANGE	MINIMUM	MAXIMUM
ANNUAL:	\$58,240.00	\$90,001.60
MONTHLY:	\$4,853.33	\$7,500.13
BI-WEEKLY:	\$2,240.00	\$3,461.60
HOURLY:	\$28.00	\$43.27

STARTING SALARY: As Shown Above, Plus Excellent Fringe Benefit Package

APPLICATION DEADLINE: **Open until position filled**

STARTING DATE: As Soon As Possible

POSITION SUMMARY: This is a director level position that is performed under the direction of the Chief Executive Officer. This position is responsible for project management and oversight in all stages of affordable housing renovation and development from planning and funding applications thru occupancy. This position also oversees the (1) administration of the Capital Fund Program and related programs, (2) solicitation and establishment of administrative contracts, and (3) procurement associated with housing renovations and redevelopment.

PARTIAL LISTING OF MINIMUM QUALIFICATIONS: A substantial combination of education and/or experience in project management including but not limited to: A bachelor's degree from an accredited college or university with major course work in project management (or a related field); and/or; Project management experience, preferably in housing development. Experience working with Low-Income Housing Tax Credits, Federal Home Loan Bank, HOME Investment Partnerships, Community Development Block Grant (CDBG) funding, tax-exempt bonds and the administration and operation of affordable housing is a plus.

Must be bondable and insurable; possess a valid Missouri driver's license; willing to travel overnight for training or attendance at conferences/workshops as directed; must be able to attend evening meetings as required; able to obtain and maintain a bank account for the purpose of receiving direct deposit of payroll; able to pass a drug screen and background check.

A copy of the complete position description is attached.

Employment applications are available at the CHA Administration Building, 201 Switzler Street
or on the web at www.columbiaha.com > Job & Bid Opportunities

For accommodations related to disability please call (573) 443-2556, ext. 1120 or Contact Us though the CHA
web site at www.columbiaha.com > Contact Us > Department > Jobs/Human Resources

The Housing Authority of the City of Columbia, Missouri is an Equal Opportunity Employer.



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Position Description

Director of Affordable Housing Development and Compliance

Reports To: Chief Executive Officer

Summary of Position: This position involves managing complex projects, supervising compliance staff and working with internal and external partners to renovate and develop new CHA owned affordable housing units.

This is a director level position that is performed under the direction of the Chief Executive Officer. This position is responsible for assisting with project management, supervision of compliance staff, investigating development opportunities and oversight in all stages of affordable housing renovation and development from planning and funding applications thru occupancy. This position also manages the (1) administration of the Capital Fund Program and related programs, (2) solicitation and establishment of administrative contracts, and (3) procurement of related renovation and redevelopment services.

Detailed Duties and Responsibilities Include:

Conducts project management and oversight of all stages of development for both the revitalization of CHA housing stock and affordable housing opportunities throughout the community which includes working with CHA staff and all contracted parties in moving a project from initial conception through the predevelopment, development, financing, and construction phases to final closing, lease up, occupancy and/or sale to a first-time homebuyer.

- Manages the evaluation of potential development sites and feasibility analyses related to property acquisitions in acquire real estate as necessary.
- Manages the processing of applications for approval through the HUD Special Application Center (if applicable to a project).
- Formulates applications necessary for financing from conventional and public sources (such as Missouri Housing Development Commission).
- Manages the implementation and administration of tenant relocation plans in partnership with the Director of Maintenance and Modernization and Director of Affordable Housing Operations.
- Manages the preparation of financial proformas and monitoring of development and construction budgets with consultation from the Chief Financial Officer, CHA Developer Consultant, Director of Modernization and Maintenance and Chief Executive Officer.
- Manages the preparation, updating and adherence to project schedules.
- Oversees the bid and qualification processes in selecting service contractors, general contractors and subcontractors with consultant from the Director of Modernization and Maintenance.

- Monitors contract compliance.
- Coordinates the construction process including meeting lender and governmental requirements and processing of pay applications and loan disbursement requests.
- Conducts due diligence tasks to safeguard the organization's investments and corporate integrity.
- Performs outreach duties and public relations work as needed, including attending community meetings.
- Meets with and reports to the Chief Executive Officer on a regular basis to discuss issues associated with all ongoing projects.
- Conducts processing, and maintaining all reporting, budgeting, and financials of the Capital Fund Program and related programs while ensuring that funds requested and advanced from HUD or other funding sources are as covered in agreements for the receipt of such funds.
- Manages the solicitation and establishment of administrative contracts for renovation and redevelopment activities, keeping within appropriate procurement activities.
- Works with Director of Housing Programs and Director of Affordable Housing Operations to develop a plan for expanding homeownership opportunities for CHA participants.
- Oversees the LIHTC Compliance Manager and ensures required monthly and annual low-income tax credit (LIHTC) reporting is completed timely and accurately for the Missouri Housing Development Commission (MHDC), and Investors.
- Coordinate annual updates of CHA Administrative policies and plans, as well as policy updates by HUD to ensure effective and compliant administration and operation of CHA housing programs and properties.
- Perform other related duties as assigned by the Chief Executive Officer.

Required Knowledge, Skills, and Abilities:

Is highly organized, detail-oriented, and able to manage multiple tasks efficiently.

Has good problem solving skills with an ability to evaluate and improve the efficiency and effectiveness of operations.

Has good oral and written communication skills with the ability to maintain effective working relationships with fellow employees, department heads, professional contacts and the general public.

Is efficient with modern office practices, procedures, and computer equipment with the ability to setup, install, analyze and problem solve both computer hardware, software, and network issues.

Ability to learn and ensure adherence to the following:

- Laws, legal codes, government regulations, executive orders, and agency rules applicable to responsibilities.

- HUD regulations and CHA administrative policies governing finance, budgeting, procurement, and contracting procedures.
- The administration of low-income housing tax credits.
- Comfortable with the applications of math and statistics.
- Understands the principles of funding affordable housing and project underwriting.

Minimum Qualifications:

A substantial combination of education and/or experience in project management:

- A bachelor's degree from an accredited college or university with major course work in project management (or a related field); and/or
- Project management experience, preferably in housing development.
- Experience working with Low-Income Housing Tax Credits and the administration and operation of affordable housing is a plus.

Special Requirements:

- Must be bondable and insurable.
- Must be able to interface effectively with all levels of management.
- Must be willing to travel for job related activities with occasionally overnight stays.
- Must have a current Missouri driver license.
- Must be able to obtain and/or maintain a bank account for the purpose of receiving pay by direct deposit.
- Must have an excellent work history and attendance record.
- Must be able to pass a pre-employment background check.
- Must be able to pass a pre-employment drug screen.

I have reviewed the position description and understand the requirements and duties of the position.

Employee Signature

Date