



Housing Authority of the City of Columbia, Missouri

Human Resources

201 Switzler Street, Columbia MO 65203

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HOUSING DEVELOPMENT COORDINATOR

REPORTS TO: Director of Facilities and Modernization

SALARY RANGE: \$45,760.00 to \$70,720.00 annually, plus excellent fringe benefits

PAY RANGE: F

Position Summary: This is a middle management and administrative position that is performed under the direction of the Director of Facilities and Modernization. This position will involve both individual responsibilities as well as assisting others in reaching desired outcomes. This position is responsible for assisting with project management, new construction and renovation of CHA affordable housing units. This position also assists in managing on-going construction projects associated with CHA's existing housing and facilities, as well as coordination of associated administrative contracts, preventative maintenance calendars, and assisting other CHA departments.

Detailed Duties and Responsibilities Include:

Assist with the project management and oversight of construction phases of development for both the revitalization of CHA housing stock and addressing on-going capital needs for existing CHA facilities.

- Assist in the evaluation of potential development sites and feasibility analyses related to property acquisitions and construction related analysis.
- Assist in the preparation, updating, and adherence to project schedules.
- Assist in the coordination of the bid and qualification processes in selecting service contractors, general contractors, and subcontractors.
- Assist in monitoring contract compliance.
- Assist in coordinating the construction process by ensuring compliance with lender and governmental requirements and supporting CHA Affordable Housing Development staff in preparing loan disbursement requests.
- Assist in conducting due diligence tasks to safeguard the organization's investments and corporate integrity.
- Meet with and report to the Director of Facilities and Modernization on a regular basis to discuss issues associated with all ongoing projects.
- Assist in coordinating, processing, and maintaining all reporting, budgeting, and financials for new construction projects, as well as capital projects for existing facilities and on-going maintenance.
- Assist in developing and maintaining annual inspection plans and on-going preventative maintenance schedule.

- Assist in receiving, distributing and monitoring work orders. Develop and monitor systems to assist the Director in planning and resource management.
- Assist in procuring contracted labor, materials and services related to capital projects and on-going maintenance needs.
- Work as a team with other CHA departments to care for CHA's facilities and tenants.
- Assist in the solicitation and establishment of administrative contracts, keeping within appropriate procurement activities.

Perform other related duties as assigned by the Director of Facilities and Modernization or the Chief Executive Officer.

Required Knowledge, Skills, and Abilities:

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

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

Construction or development related experience and knowledge.

Must have good oral and written communication skills with the ability to maintain effective working relationships with co-workers, department heads, professional contacts, and the general public.

Must be efficient with modern office practices, and procedures.

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.

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 occasional overnight stays.
- Must be able to obtain and/or maintain a bank account for payroll purposes.
- 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