



# JOB ANNOUNCEMENT

Housing Authority of New Orleans

**POSITION TITLE:** Director of Development & Modernization

**DEPARTMENT:** Development & Modernization

**DATE POSTED:** 06/26/2023

**CLOSING DATE:** Until Filled

**SALARY RANGE:** Grade B  
\$124,700 - \$165,000 Annually

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**FLSA CLASS:** Exempt

## SUMMARY

The primary purpose of this position is to provide direction and leadership to the Development and Modernization Department. The incumbent is responsible for the day-to-day direction and management of the Housing Authority of New Orleans development activities, creation and development of public housing, affordable and market rate homeownership and rental units through substantial rehab and new construction and the creation of homeownership opportunities for clients.

All activities must support the Housing Authority of New Orleans ("HANO") mission, strategic goals, and objectives.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

- Directs, plans, develops, organizes, implements, directs, and evaluates the Authority's Development and Modernization functions and performance.
- Oversees all staff functions and operations of the Development and Modernization Department.
- Plans, manages, and monitors the Capital Fund Program for the Authority.
- Establishes project objectives; establishes initial development and modernization concepts, plans and financing; assembles and manages appropriate internal and external development team(s).
- Conducts studies necessary and appropriate to the projects and integrates these studies into development plans and proposals.
- Manages all phases of development and modernization projects, including land purchase and/or partnership, project concept, planning and development, rehabilitation, administration, financing, community management, and marketing.
- Manages development of assigned projects; from conceptual design through construction completion and lease-ups, if appropriate, including management of Architect and Engineer, General Contractor, and other third parties required to deliver the completed project.

- Oversees all aspects of new development, primarily of mixed-finance projects and modernization of existing units; negotiates with public and private sector sources of finance, developers, managers, and others; writes requests for proposals; reviews bids; and oversees mixed-finance compliance requirements.
- Works closely with internal staff as it relates to finance, economic inclusion, workforce development, and other HANO objectives to ensure seamless delivery of assets as it relates to HANO's programmatic and financial objectives.
- Develops and maintains project budgets, operating pro-formas and other analyses necessary to test and monitor financial feasibility of the projects; supports the HANO Chief Financial Officer to secure project financing.
- Secures land commitments and public approvals.
- Prepares and maintains development and construction schedules; reports development progress to HANO management.
- Directs and manages construction processes, including CM/contractor selection, project bidding, inspections, and payments.
- Develops strategies, concepts, and plans for the full development and/or disposition of the HANO owned sites.
- Procures development partners and manages and monitors their progress.
- Works in coordination with procurement to secure professional service contracts (Architect, Engineers, etc.) and coordinates the activities and services.
- Directs the coordination of public approvals.
- Prepares and/or manages preparation of environmental reports.
- Directs, oversees, and manages day-to-day implementation of homeownership projects.
- Directs, oversees, and manages day-to-day operations of HANO's non-profit and for-profit entities.
- Explores and identifies new development opportunities.
- Supervises and assigns duties of subordinate staff, directs their work, and evaluates their performance.
- Performs and assumes other duties as assigned.

**BEHAVIORAL COMPETENCIES**

*To perform the job successfully, an individual should demonstrate the following competencies:*

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors, and measures the needs of both internal and external customers; talks and acts with customers in mind; and recognizes working colleagues as customers.

Effective Communication: Conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

*Job Knowledge:* Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority; uses appropriate judgment and decision making in accordance with level of responsibility.

*Leadership:* Provides direction by clearly and effectively setting course of action for department and subordinates; manages performance by providing regular feedback and reinforcement to subordinates.

*Problem Solving:* Identifies and resolves problems in a timely manner; gathers and analyzes information to develop alternative solutions; uses strong reasoning and conflict resolution skills.

*Professional Behavior:* Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

*Reliability:* Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Authority expectations. Performs work in a reliable manner that is both accurate and timely. Ensures a positive record of attendance.

*Responsiveness and Accountability:* Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

*Safety Awareness:* Employee is cognizant of their surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

*Teamwork:* Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***Job Competencies***

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- Knowledge of HANO's mission, functions, organization policies and programs, and HUD regulations.
- Strong supervision and leadership skills; commitment to the professional development of staff.
- Knowledge of HUD guidelines related to the HOPE VI Program, Mixed-Finance Housing Development, Capital Fund Program, Procurement, and related programs.
- Demonstrated ability to effectively manage multiple projects; engage and direct multiple resources to create project focus and direct work delivery; effectively lead, manage, and coordinate involved parties to achieve a quality end product.
- Strong personal organization and planning skills.
- Ability to negotiate solutions to complex problems; expedite issue resolution with various internal and/or external parties.
- Proven ability to develop and manage department and project budgets.

- Exceptional project management skills; proven ability to coordinate, develop, and administer projects within time and budget limitations.
- Knowledge of the general operations and procedures of affordable housing.
- Extensive knowledge in private and public sector as it pertains to asset and property management principles and practices; landlord-tenant regulations; barriers to housing opportunities encountered by low-income households, including those with special needs.
- Demonstrated skill in interpreting and applying pertinent Federal, State, and local laws, codes, and regulations.
- Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, tenants, HUD, and local, state, and federal officials. Ability to communicate with people from a broad range of socio-economic backgrounds.
- Ability to prepare and present ideas in English, in a clear and concise manner, both verbally and in writing.
- Ability to read and interpret documents such as budgets and procedure manuals.
- Ability to perform duties with a high degree of judgment, discretion, and confidentiality.
- Ability to perform multiple tasks under pressure while maintaining professional composure under stress.

### ***Education and/or Experience***

Bachelor's degree from an accredited college or university in Construction Management, Real Estate, Urban Planning, Architecture, Engineering, Building Construction, Public Administration, Finance, or closely related field and seven (7) years of progressively responsible senior-level experience in real estate development, including HOPE VI and mixed-finance developments, with three (3) years of supervisory experience. An equivalent combination of education, training, and experience which provide requisite knowledge, skills, and abilities for this position may be considered.

This position will require regular driving for business purposes. The incumbent is required to possess a valid driver's license and must have the ability to be insurable under the HANO's automobile insurance plan at the standard rate.

### ***Technical Skills***

To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook) and should be capable of using internet resources for research and developing reports. Must have the ability to learn other computer software programs as required by assigned tasks.

### **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 sedentary position. Daily movements include sitting; standing; bending; operating computers and other office equipment; moving about the office; carrying items such as books, binders, files, and documents; and attending onsite and offsite meetings. The employee must be able to communicate via email and verbally via telephone. The employee must occasionally lift and/or move up to 25 pounds.

**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.

Office environment. The noise level in the work environment is usually moderate. Employee also works in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, rough terrains, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset clients in interpreting and enforcing departmental policies and procedures.

**EEO POLICY STATEMENT**

HANO provides equal employment opportunity to all individuals regardless of race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, physical or mental disability, sex (including pregnancy, childbirth, or related medical conditions), gender identity, or gender expression results of genetic testing, or service in the military or veteran status or any other status protected under applicable federal, state or local law. Discrimination of any type will not be tolerated.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

