JOB ANNOUNCEMENT
Housing Authority of New Orleans

POSITION TITLE: Development and Modernization Director
DEPARTMENT: Development and Modernization
DATE POSTED: 04/01/2020
CLOSING DATE: Until Filled
FLSA CLASS: Exempt

SALARY RANGE:
PAY Grade R40
$104,199- $140,974 (Annually)
$50.10- $67.78 (Hourly)

SUMMARY
Reporting directly to the Executive Director, the Development and Modernization Director is responsible for the day-to-day direction and management of HANO’s modernization and development activities. These activities include the modernization of existing units, creation of public housing, affordable and market rate homeownership and rental units through substantial rehab and new construction, and the creation of homeownership opportunities for HANO clients. The Development and Modernization Director will ensure measures are in place to provide easy identification and diagnosis of problems with investment properties and develop action plans aimed at resolution of such problems.

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, oversees, and manages all aspects of HANO’s development and modernization programs to achieve the agency’s goals and objectives.
- Recommends the appropriate approach for HANO to take with respect to each opportunity, and for managing the day-to-day implementation of each development, modernization and homeownership project.
- 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, coordinates, and directs all development projects initiated by HANO in real estate development projects conducted by others through agreements with HANO.
- Explores new development projects and implement them in order to better serve HANO’s mission and its clients.
- Oversees all aspects of new development, primarily of mixed-finance projects and modernization of existing units.
• Establishes project objectives, initial development and modernization concepts, plans and financing; assembles and manages appropriate internal and external development team(s).
• Directs market, financial feasibility, design and other studies necessary and appropriate to the projects and integrates these studies into development plans and proposals.
• 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.
• Supervises the day to day operations of HANO’s non-profit and for profit entities created to develop, own, and manage HANO’s mixed finance projects.
• Oversees the planning and management of the Capital Fund Program for the agency.
• Works closely with internal staff as it relates to finance, economic inclusion, workforce development, and other HANO objectives to ensure seamless delivery of asset 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; support the HANO Chief Financial Officer to secure project financing.
• Interacts with the Finance department to ensure accurate reporting, timely data production and audit support is maintained.
• Secures land commitments and directs the coordination of Public approvals.
• Prepares and maintains development and construction schedules; report 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 Developers; manages and monitors their progress.
• Works in coordination with procurement to secure professional service contracts (Architect, Engineers, etc.) and coordinates the activities and services.
• Prepares and manages 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.
• Establishes and implements strategic plans for each asset in HANO’s real estate portfolio.
• Defines objectives and executes investment strategy for each asset including leasing, operations, and capital improvements.
• Conducts quarterly internal asset valuations for all properties.
• Ensures that asset investment strategy is consistently maintained.
• Supervises and assigns work to subordinates, provides guidance, monitors their activity and evaluates job performance and counsel’s employees.
• Develops plans and specifications and cost estimates and plans for repairs associated with the maintenance of the HANO’s real estate portfolio.
• Develops procedures and controls for the various functional activities within the department and provides technical assistance as necessary.
• Obtains and maintains copies of current HUD regulations, federal and state laws, and general information concerning the operation of New Construction programs and Low Income Housing Tax credit programs.
• Attends departmental and HANO’s staff meetings and meetings with outside agencies.
- Keeps abreast of all local, state and federal regulations, codes, ordinances and laws concerning management and maintenance and/or repair and remodeling and obtains such approvals, permits, etc. as required for maintenance or repair/remodeling.
- Prepares monthly, weekly and special reports for the Executive Director for submission to the Board of Commissioners, other departments and HUD.
- Provides regular updates to HANO’s Board of Commissioners.
- Monitors Development and Modernization projects for compliance with Davis Bacon, Section 3, and HANO Employment, Training, and Contracting Policy.
- Performs other duties as assigned.

**Supervision Received and Given:**
The employee receives assignments from the Executive Director. Most instructions are broad directives or policy statements. Normally, the employee receives specific instructions only in unusual or sensitive circumstances. The employee initiates and follows through on routine tasks with minimal supervision. Situations that arise which are not covered by instructions are referred to the Executive Director or dealt with independently, depending on the circumstances. Normally, the employee identifies what needs to be done and indicates the priorities, deadlines, and resources available.

The employee monitors the work of subordinates for accuracy, completeness, compliance with policy and achievement of objectives, evaluates their performance and provides counseling.

**Guidelines:**
The employee refers to HANO’s and HUD’s guidelines in performing work. These guidelines cover most job-related situations, although the employee frequently is required to use independent judgment in making decisions. If guidelines do not cover a situation, the employee consults the supervisor or makes a decision based on the circumstances.

**Complexity:**
The employee performs a wide variety of tasks, which range from routine to difficult and are not closely related. The employee must identify the work that needs to be done, determine how to accomplish it and coordinate, integrate and prioritize a variety of tasks or assignments. The employee must make regular decisions involving usual and unusual circumstances, conflicting data or other non-routine occurrences. Routine work is instructed and problems encountered by the employee do not require extensive analysis to identify them. Tasks frequently have to be coordinated, integrated and/or prioritized. Decisions regarding unusual circumstances may be made by the employee and/or referred to the supervisor for resolution.

**Scope and Effect:**
The employee’s work primarily impacts the modernization and new development programs of the housing authority and the Authority's residents and non-residents. Successful accomplishment of duties by the employee will result in timely completion of those programs and provide better, more-affordable housing for low-income families in the community.

**Personal Contacts:**
Contacts are primarily with other Authority employees, federal, state and local governmental officials and representatives and community agencies. The employee has contact with architects, engineers, consultants,
contractors and Authority residents. The primary purpose of contacts is to obtain, give or clarify information, plan and provide assistance and resolve problems. Contacts are normally cooperative; however, they may be occasionally antagonistic, unresponsive, or uncooperative contacts.

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.

Education and/or Experience
Bachelor’s Degree in Business Administration, Management, Construction Management, Urban Planning, Architecture, or related field of study required, with a minimum of 7 years responsible management of real estate investment portfolios; real estate development, underwriting or finance; and/or real estate asset management/property management. Experience in and knowledge of public housing, low income housing tax credit programs, Davis Bacon and Section 3 compliance, HUD, federal, state and local laws and regulations pertaining to public housing authorities. At least five years of responsible senior level management/supervisor experience is required. Master’s degree is preferred. An equivalent combination of education and experience may be considered.

Technical Skills and Requirements
To perform this job successfully, an individual should have above average abilities in the areas listed below:

- Excellent written and verbal communication skills and analytical skills, with the ability to read, interpret, and develop statistical reports and calculations
- Knowledge of principles, practices and techniques of budgeting and accounting.
- Knowledge of the trade skills, methods, materials, tools and equipment and techniques used in maintaining, and repairing dwelling and non-dwelling facilities and grounds.
- Ability to read blue prints, plans and specifications.
- Ability to maintain adequate records and prepare clear and concise narrative and statistical reports.
- Ability to prepare and monitor complex statistical reports.
- Ability to establish short and long term goals and monitor progress to completion.
- Ability to coordinate and oversee a number of projects concurrently.
- Ability to supervise others effectively and collaboratively, reinforcing good performance and dealing firmly but fairly with less than satisfactory performance.
- Ability to communicate with and relate to persons of diverse backgrounds and abilities and to establish and maintain effective working relationships with participants, landlords and the public.
- Ability to deal effectively with situations which require tact and diplomacy, yet firmness.
- Bondability.
- Valid Louisiana driver’s license, or must acquire one within 30 days of employment.
- Eligibility to be covered under the Authority’s fleet auto insurance.

Job Competencies
- Ability to promptly acquire working knowledge of HANO-specific guidelines, policies and procedures.
- Ability to engage and direct multiple resources to create project focus and direct work delivery.
- Ability to negotiate solutions to complex problems.
- Strong ability to develop and manage budgets.
• Ability to develop positive working relationships with co-workers, subordinates, executive management, third-party management partners, contractors, and vendors.
• Ability to independently identify areas where greater contributions can be made to HANO.
• Ability to be flexible as to work environment and assigned tasks.

BEHAVIORAL COMPETENCIES

This position requires the incumbent to exhibit the following behavioral skills:

**Leadership:** A highly motivated, decisive, forward thinking leader, capable of working independently and in a team environment; provides support and guidance to subordinate staff; motivates and encourages high performance of staff for goal achievement.

**Problem Solving:** Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; Uses reason even when dealing with sensitive topics and/or irate customers.

**Customer Service:** Meets/exceeds the expectations and requirements of internal and external customers; manages difficult or sensitive customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance.

**Interpersonal Skills:** Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting.

**Teamwork:** Balances team and individual responsibilities; contributes to building a positive team spirit; puts success of team above own interests.

**Professionalism:** Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.

**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.

While work is principally sedentary, but may involve some physical exertion during on-site visits with residents or staff members, inspections of Authority developments, and construction sites, and facilities. Physical demands may include bending, stooping, bending, standing, walking at construction sites, climbing ladders, lifting up to 25lbs., and exposure to outside elements.

**WORK ENVIRONMENT**

Work involves the normal risks or discomforts, associated with an office environment, and is usually in an area that is adequately heated, lighted, and ventilated. From time to time, it involves visits to outdoor developments, sites, dwellings or facilities, inspections of structures and/or confrontations with residents, employees and contractor personnel. Work is primarily with use of computer, reading and preparing documents, and meeting deadlines.
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, religion, 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.