



JOB ANNOUNCEMENT

Housing Authority of New Orleans

POSITION TITLE: Project Manager
DEPARTMENT: Development & Modernization
DATE POSTED: 08/04/2021
CLOSING DATE: Until Filled
FLSA CLASS: Exempt
SALARY RANGE: PAY Grade G29
\$62,715-\$77,132 (Annually)
\$30.15-\$37.08 (Hourly)

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SUMMARY

Under the supervision of the Director, Development & Modernization and/or the Senior Project Manager, the Project Manager (PM) provides a broad range of managerial, technical, and administrative functions in support of the Housing Authority of New Orleans (HANO) development initiatives. The PM has the responsibility for the day-to-day administration and management of one or more assigned development projects for HANO. The PM has the responsibility of providing project documents to include project descriptions and justification, scopes of work, and cost estimates; project administration documents to include correspondence, payment applications, and change orders; project control tools including meeting minutes, action item lists, and project schedules; and routine construction inspections.

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.

Development and Modernization

Project Planning

Determines and defines project scopes, plans, objectives, schedules and work plans, which may include:

- Assist with defining, developing and/or reviewing project scopes and objectives, involving relevant stakeholders to ensure technical feasibility.
- Assist with developing and/or reviewing documentation related to project planning, construction /rehab and management to ensure quality control and compliance with contract, funding requirements and resource availability and allocation.
- Assist with developing, managing and/or implementing department procedures in accordance with the HUD Federal Labor Standard Requirements for HUD Programs.
- Analyzes Developer and Contractor proposals.

- Facilitates project meetings to ensure schedules are prepared and met, follow-up on action items, and prepares and/or distributes comprehensive meeting minutes after all project meetings.
- Tracks and maintains the scattered site inventory database.
- Coordinates internal resources and third-parties for smooth execution of project schedules, vendor payments, project inspections and compliance and team performance.

Time Management

Develops and manages detailed project schedules and work plans to monitor progress, make needed adjustments and measure performance, which will include:

- Prioritizes and manages multiple projects simultaneously with appropriate follow-up to ensure that all projects are delivered on-time, within scope and within budget.
- Performs updates and revisions to scheduling tools and modifying project templates as needed.
- Meets all output goals in an expeditious and accurate manner.

Resource Management

Determines and manages resources needed to reach goals and objectives, efficiently and effectively, including preparation of budgets and resource requirements. Specific tasks may include:

- Assist the team with identifying funding sources and preparing and submitting financing applications for self-developed or modernization projects.
- Assist with the management of third-party contracts, including title searches, appraisals, market studies, and architecture and engineering services as needed for project development.
- Works with senior staff to prepare and maintain budgets based on work scope and resource requirements, track project costs, and schedule controls for projects to meet budgetary objectives and make adjustments to project constraints based on financial analysis.
- Creates requisitions and payment vouchers utilizing HANO's financial management database.

Stakeholder Management

Maintains consistent communications with senior staff, in-house and third-party development and management teams, residents and/or other public and private stakeholders, which may include:

- Builds relationships developers, vendors, contractors, suppliers and third-party managers to ensure the smooth progress of all projects.
- Builds relationships with various public and private stakeholders in support of development activities by providing project updates regarding strategy, adjustments and progress.
- Collects feedback from stakeholders and performs appropriate follow-up, if any.

Risk Management

Determine potential risks and establish a plan of action should they occur to minimize project delays, budget overruns and adverse public perception. Specific duties may include:

- Ensures all mixed finance development projects are executed in accordance with the HUD Mixed-Finance, CNI and/or LHC requirements as well as other financial institution requirements.
- Identifies problems accurately and recommending and/or implementing effective solutions with proper documentation of analysis and results.

- Works with the development and modernization team to ensure required HANO policies, administrative processes, and procedures are consistently met.
- Assist with developing and evaluating courses of action and time frames to resolve project issues as they arise.
- Participates in construction quality assurance processes, including inspections, materials sampling and testing for compliance with project specifications.
- Performs value engineering functions to ensure construction costs and/or materials are in line with estimates, plans, and specifications.
- Makes recommendations to senior staff on technical, managerial, and contract administration issues by developing spreadsheets, diagrams and process maps to document needs.

Monitoring Progress

Manages partners, vendors and suppliers by assigning tasks and communicating expected deliverables, while using industry best practices, techniques and standards throughout project execution. Specific duties may include:

- Assist with monitoring and documenting progress of self-developed projects and projects developed by third-party developers by performing routine site visits and preparing reports.
- Conducts site visits and interviews to evaluate labor compliance.
- Reviews and monitors the progress of modernization projects to ensure on-time and on-budget delivery by consultants, contractors, and/or agency personnel.

Reporting and Documentation

Communicates with team and stakeholders by producing documentation that can be used to plan similar projects in the future. Specific duties may include:

- Performs administrative support services on behalf of the team, including but not limited to preparing, submitting and implementing demolition and disposition plans, preparing and submitting SAC demolition and disposition requests for approval, preparation and submission of Environmental Review Requests.
- Tracks departmental reporting, including Section 3, DBE/WBE and Davis Bacon updates and assist in the preparation of updates.
- Audits Davis Bacon payrolls collected from contractors via LCP Tracker and similar Davis-Bacon compliance software or traditional hard copy payrolls.
- Assist with the review and submission of reports prepared by other departments required by HUD.
- Assist with project specific administrative duties such as preparing resolutions, presentation materials, executive reports, and other related tasks as assigned.

General

- Attends HANO committee and board meetings; attends public and community stakeholder meetings as necessary.
- Performs other relevant duties as assigned.

BEHAVIORAL COMPETENCIES

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

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.

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

- Ability to effectively manage multiple demands.
- Ability to solve problems creatively.
- Excellent analytical skills and preparing high-quality written analytical and project reports.
- Strong individual producer requiring minimal direction and oversight.
- Proficient at developing and updating project schedules, including the use of appropriate scheduling software as necessary.
- Ability to promptly acquire in-depth knowledge of HANO and HUD guidelines, policies and procedures, including the federal procurement process.
- Competent in research and analysis.
- Strong ability to develop and manage budgets.
- Able to work effectively independently and with a team under supervisory direction.
- Strong personal organizational and planning skills.
- Able to develop positive working relationships and coordinate with co-workers, executive management, and service providers to achieve a quality end product.
- Initiative and vision to seek out areas where greater contributions can be made to the Department.
- Competent at expediting issue resolution with various internal and /or external parties.
- Flexible as to work environment and assigned tasks.

Education and/or Experience

A Bachelor's degree from an accredited college or university with a major in Architecture, Urban and Regional Planning, Finance, Engineering, or other related technical field and generally five (5) to eight (8) years of progressive experience in the project development/construction fields. Specific experience in CNI and mixed-financed developments, LIHTC program, construction means and methods, multifamily housing, single family housing, infrastructure design and construction projects, and federal procurement is highly desirable. Professional registration and/or a Master's degree is preferred. An equivalent combination of education and experience may be considered.

Technical Skills

Proficient with personal computers and PC based software such as Microsoft Word, Excel, Project, PowerPoint, Construct@re, and Access.

PHYSICAL DEMANDS/WORK ENVIRONMENT

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 involves some physical exertion during on-site visits with Property Management Staff, residents or staff members, inspections of HANO properties, construction sites, and facilities. Physical demands may include bending, stooping, bending, standing, walking at construction sites, climbing ladders, and exposure to outside elements.

Work involves the normal risks or discomfort associated with an office environment and is usually in an adequately heated, lighted, and ventilated area. From time to time, work involves visits to HANO properties, sites, dwellings or facilities, inspections of structures, confrontations with residents or employees, and contractor personnel.

Work is primarily with the use of a computer, reading and preparing documents, and meeting deadlines. The employee may occasionally lift and/or move up to 25 pounds.

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.