



JOB ANNOUNCEMENT

Housing Authority of New Orleans

POSITION TITLE: Project Manager
DEPARTMENT: Development & Modernization
DATE POSTED: 12/05/2025
CLOSING DATE: Until Filled
FLSA CLASS: Exempt
STARTING **Salary Class F**
SALARY RANGE: \$64,000 -83,100 (Annually)

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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) modernization or development initiatives. The Project Manager has the responsibility for the day-to-day administration and management of one or more assigned modernization or development projects for HANO. The Project Manager 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 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.

Project Planning

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

- Assists 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 and rehab and management to ensure quality control and compliance with contract, funding requirements and resource availability and allocation.
- Assists with developing, managing and/or implementing department procedures in accordance with the HUD Federal Labor Standard and Section 3 Requirements for HUD Programs.
- Guides the procurement of and 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 adjust 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 and/or LHC requirements as well as other financial institution requirements.
- Identifies problems accurately and recommends and/or implementing effective solutions with proper documentation of analysis and results.
- Works with the development and modernization team to ensure that 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.
- Monitors construction quality assurance processes, including inspections, sampling materials 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 and development projects to ensure on-time and on-budget delivery by consultants, contractors, and/or agency personnel.

Reporting and Documentation

Communicates with the team and the 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 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:

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 resolution to 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 duties of the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, and operational requirements as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

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

- Project management experience, specifically experience overseeing the real estate development planning and administration process, from predevelopment to property stabilization;
- Strong knowledge of residential affordable mixed financing structures, including structures using tax-exempt bonds, Low Income Housing Tax Credits, and other public funding sources;
- Knowledge of neighborhood planning and community revitalization best practices;
- Experience working on residential redevelopments with multiple & diverse stakeholders;
- Proven ability to plan and administer small & large design and construction contracts;

- Strong ability to develop and manage budgets;
- Proficient at developing and updating project schedules, including the use of appropriate scheduling software as necessary;
- Proficient at analyzing contractors' schedules and design and construction progress with respect to approved schedule;
- Proficient at reading and interpreting detailed construction plans and specifications and preparation of cost estimates;
- Full understanding and ability to communicate departmental goals and standards;
- Knowledge of or ability to promptly acquire in-depth knowledge of HUD and HANO guidelines, policies and procedures;
- Understanding of federal procurement requirements and strategies;
- Previous experience working with HUD and/or Housing Authorities is preferred;
- Ability to multitask and successfully manage multiple complex projects and initiatives;
- Able to effectively lead, manage, and coordinate multiple parties to achieve a quality end product;
- Strong skills in communication, problem solving and interpersonal relations;
- Strong individual producer requiring minimal direction and oversight;
- Meet all output goals in an expeditious and accurate manner;
- Strong personal organizational and planning skills;
- Established written and verbal communication skills;
- Strong Public speaking and community presentation skills;
- Identifies problems accurately and in a timely manner, and recommends and/or implements effective solutions with proper documentation of analysis and results;
- Proficient at analyzing data and preparing high-quality written analytical and project reports;
- Competent at claims research and analysis;
- Able to work effectively independently or in groups;
- Ability to act as a source of information for less experienced project managers and staff;
- Competent at expediting issue resolution with various internal and /or external parties;
- Able to develop positive working relationships with co-workers, executive management, and service providers;
- Initiative and vision to seek out areas where greater contributions can be made to the Department;
- Flexible as to work environment and assigned tasks;
- Improves job performance through training and seeks opportunities for growth through special assignments.

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 fields and generally five (5) to eight (8) years of progressive experience in the project development/construction fields. Specific experience in 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 in computer applications such as Microsoft Word, Excel, Project, PowerPoint, and industry standard project management software. Capable of using internet resources for research and developing advanced reports. 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.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. While the work is primarily sedentary, excessive walking, standing, bending, and carrying of items such as books, binders, files, and documents is required. The employee must 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, 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.

