



CLASSIFICATION NO. 835

Established: 12/10

Revised: 7/18

FLSA: Exempt

EEO: 2

## **HACC DEVELOPMENT MANAGER**

### **CLASS CHARACTERISTICS**

Under direction, to plan, direct, manage and implement HACC housing development goals, objectives, policies and priorities; to negotiate capitalization and finance of HACC units both for new development and rehabilitation; to conceptualize and implement complex real estate development projects or initiatives, and to ensure such projects are administered and completed according to established guidelines; to supervise professional development staff and contractors; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Housing Authority of Clackamas County (HACC) is an independent public corporation which owns, manages, leases, maintains and develops housing for low and moderate income persons, particularly for those with special needs.

The HACC Development Manager is responsible for the management and implementation of HACC development and redevelopment activities, professional and technical staff and consultants, and serves as the liaison for complex real estate development and finance projects.

The HACC Development Manager differs from the HACC Development Coordinator which plans and coordinates the design and construction for development, capital improvement, and redevelopment of Housing Authority properties, and plans and implements the disposition activities of HACC properties.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Creates development plans; organizes and implements HACC's development goals; analyzes policy objectives and plans for implementation; plans, coordinates and oversees funding initiatives related to the directive, including HUD, other financial products, and grant applications; plans, organizes and coordinates development initiatives across County divisions.
2. Directs development priorities and schedules projects; coordinates utilization of Housing Authority resources to accomplish established goals and priorities; conducts research studies and prepares reports on development issues and opportunities; prepares staff reports and materials for BCC, and participates at BCC work sessions as needed.
3. Conceptualizes feasible real estate projects that align with HACC's mission and values; evaluates and analyzes development, redevelopment, and land acquisition opportunities; acts as project manager on large scale or very complex development projects; prepares

long-range project strategies; oversees the preparation of work plans, schedules and budgets for a broad range of development projects; evaluates feasibility analyses and monitors project progress and compliance issues.

4. Leads the negotiations on property acquisition and development siting activities; ensures compliance with applicable local, state and federal building, safety and health codes and regulations.
5. Prepares and administers Housing Authority development contracts for services and capital purchases; manages multiple consultants within the development arena; identifies professional services and contractor needs; prepares, issues, and reviews completed requests for proposals; participates in the selection and negotiation of proposals and contracts; secures, procures, and oversees professional services contracts for professional services from land use planners, architects, engineers, and financial consultants.
6. Determines feasible funding packages for development projects; explores and negotiates terms with lenders and investors on property acquisition and development siting activities; pursues grants and low interest loans available from agencies; reviews complex financial agreements and loan documents; ensures compliance with applicable local, state and federal building, safety and health codes and regulations.
7. Hires and directs, professional, technical and administrative support staff to provide quality service to citizens and County staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
8. Participates as a member of HACC's management team; participates in department budgeting and long-range planning processes; prepares and oversees annual and supplemental development budgets; monitors and reviews development section and project budgets, revenues and expenditures; coordinates presentation of development proposals; participates in policy and program decisions with other members of management team.
9. Represents the Housing Authority to public and private agencies and groups; makes technical presentations before commissions, boards and the public; participates in task forces to coordinate intergovernmental programs; promotes Housing Authority activities with the public; meets with neighborhood groups on project-related issues; responds to and resolve difficult and sensitive citizen inquiries and complaints.

## **REQUIRED KNOWLEDGE AND SKILLS**

Thorough Knowledge of: Principles, methods, practices and procedures of city, county, regional, statewide and federal housing development; principles and practices of land use and design, land use planning and building development; environmental, social, economic, and legal issues related to planning and development; affordable housing real estate development policy and practices including primarily in the areas of finance, development, design and construction; methods, techniques and costs of multi-family housing and commercial design and construction; principles and practices of grant preparation and administration; principles and practices of budget development, preparation and administration; principles and practices of funding development; project management and evaluation practices; principles and practices of long range and strategic planning; methods and techniques of negotiation and conflict resolution;

statistical methods and their application to housing development and redevelopment; general operations of a public housing agency; federal funding programs; principles of community organization and citizen involvement; public speaking techniques; basic mathematical skills and techniques of monitoring expenditures; English grammar and composition; principles of management, supervision, training, recognition, and performance evaluation.

**Skill to:** Communicate effectively, both orally and in writing; manage multiple complex work plans; obtain cooperation from stakeholders in processes and activities related to project progress and completion; negotiate and monitor contracts and agreements; prepare and deliver comprehensive and persuasive oral presentations to public and private groups; manage, facilitate and coordinate complex program planning processes; participate in the development and administration of goals, objectives and procedures; manage comprehensive research studies; analyze and evaluate complex data and make recommendations; analyze complex problems and issues, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; evaluate site conditions, develop alternative project concepts, and develop conclusions about project feasibility; assemble complex project financing from a variety of public and private sources; direct the preparation of maps, charts and other graphic materials which illustrate development or disposition activities; create complex spreadsheets for the financial modeling, forecasting and analysis of real estate development projects; prepare clear and concise reports; interpret and apply appropriate laws, regulations, and codes; establish and maintain effective working relationships with local, county, and federal agencies, department staff and the public.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of eight (8) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None Required.

### **PRE-EMPLOYMENT REQUIREMENTS**

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Must successfully pass a pre-employment drug test.

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