



CLASSIFICATION NO. 837  
Established: 1/19  
FLSA: Exempt  
EEO: 2

## **HACC HOUSING DEVELOPER**

### **CLASS CHARACTERISTICS**

Under direction, to perform project management activities for the design and construction of new housing developments, redevelopment, and rehabilitation of Housing Authority properties; to carry out sustainability initiatives into agency goals and development activities; 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 disadvantaged members of the community, including low-income, disabled persons, or elderly clients. The HACC is a division of the County's Health, Housing, and Human Services Department.

The HACC Housing Developer is responsible for managing a variety of projects for Housing Authority properties including pre-development site design, sustainability goals and environmental feasibility, development and construction specifications, program development, and construction management and oversight.

The HACC Housing Developer differs from the HACC Housing Developer, Senior which leads project management activities, secures financing for projects, plans and implements initiatives and has ongoing lead responsibility for support staff. The HACC Housing Developer also differs from the HACC Development Manager which is responsible for the overall management and implementation of all HACC development and redevelopment activities and staff for HACC properties and serves as the liaison for complex development related issues within the housing authority community.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Assembles and manages development teams; participates in the negotiation of contracts; monitors community input and land use review processes; obtains bids for professional services and works with County Procurement to enter into contracts; provides guidance to project partners such as: general contractors, architects, surveyors, geotechnical engineers, and County staff.
2. Guides the construction management process including preparation of requisitions and financial draw requests; collaborates with HACC Finance and accounting firms regarding project cost certifications and closeouts; coordinates transition of completed projects to the

HACC Asset Management team.

3. Participates in defining project concepts to meet housing needs and carry out the HACC mission; locates and analyzes sites to obtain site control; assesses feasibility of project development and operation on assigned projects.
4. Assists in assessing financial feasibility of assigned projects from concept through completion; assists in obtaining financing for assigned HACC projects including bonds, grants, loans, tax credits, and other subsidies through the preparation of funding applications; participates in the negotiation of financing agreements and real estate closings on assigned projects.
5. Assists with the coordination, preparation and submittal of grant and funding applications; ensures compliance with grant reporting requirements; serves as liaison with granting agency for assigned projects.
6. Works with service providers and other community resources to develop appropriate support services agreements for each housing development project.
7. Participates in developing policies and procedures for improving development processes; prepares recommendations for proposed changes including estimated fiscal and organizational impacts; produces reports required by funders and investors; establishes and maintains records of all activities.

### **REQUIRED KNOWLEDGE AND SKILLS**

Working knowledge of: Principles and concepts involved in community development, real estate, public administration or other related fields; principles and concepts of structuring viable financing packages and presenting them in standardized development and operating pro formas; compliance and regulatory requirements of affordable housing financing tools; principles of risk evaluation and ability to develop risk management plans for projects; principles and practices of land use and design, and land use planning and building development; project management and evaluation practices; statistical methods and their application to housing development and redevelopment; principles of community organization and citizen involvement; public speaking techniques; basic mathematical skills and techniques of monitoring expenditures; English grammar and composition.

Skill to: Communicate effectively, both orally and in writing; manage complex and time-critical processes, funding requirements and relationships to complete project on time and on budget; understand contract delivery systems and contract types; work in partnership with funders, investors, consultants, contractors, regulatory bodies, HACC staff and board of directors; ability to work in a collaborative team environment; negotiate and monitor contracts and agreements; prepare and deliver comprehensive and persuasive oral presentations to public and private groups; manage comprehensive research studies; analyze and evaluate complex data and evaluate and make recommendations; direct the preparation of maps, charts and other graphic materials which illustrate development or disposition activities; 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 three (3) 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 maintain an acceptable driving record through the course of employment.

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

Must pass a pre-employment drug test.