



CLASSIFICATION NO. 838  
Established: 1/19  
FLSA: Exempt  
EEO: 2

## **HACC HOUSING DEVELOPER, SENIOR**

### **CLASS CHARACTERISTICS**

Under direction, to lead project management activities for the design and construction of new housing developments, redevelopment, and rehabilitation of Housing Authority properties; to secure financing for HACC's existing and future projects; to plan and implement sustainability initiatives into agency goals and development activities; to plan and implement the acquisition and disposition activities of HACC properties; to lead the work of assigned professional and administrative support staff; 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, Senior is the highest level of the Housing Developer series and provides advanced level management support to the HACC Development Manager. The HACC Housing Developer, Senior typically works at a more strategic level in planning, coordinating, and overseeing a broad range of development and redevelopment projects. The position is responsible for identifying, researching and pursuing new affordable housing funding opportunities, as well as providing lead responsibilities to professional and administrative support staff.

The HACC Housing Developer, Senior differs from the HACC Housing Developer which performs project management activities for assigned Housing Authority properties, but does not have responsibility to secure financing on projects or have lead responsibility over staff. The HACC Housing Developer, Senior 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. Assesses financial feasibility of projects from concept through completion; identifies, researches and pursues new affordable housing funding opportunities; obtains financing for HACC projects including bonds, grants, loans, tax credits, and other subsidies through the preparation of funding applications; leads negotiation of financing agreements and real

estate closings; produces reports required by funders and investors.

2. Coordinates, prepares and submits grant and funding applications; ensures compliance with grant reporting requirements; serves as liaison with granting agencies.
3. Assembles and manages development teams; prepares, negotiates and administers contracts; monitors contract expenditures and progress of projects; ensures compliance with terms and conditions of agreements; serves as liaison with service providers; oversees performance of project partners: general contractors, architects, surveyors, geotechnical engineers, and County staff.
4. Oversees, plans and coordinates the work of professional and administrative support staff; assigns and reviews work; conducts staff training; provides input to management regarding hiring, performance evaluations and disciplinary actions.
5. Plans, organizes and implements the development of new HACC housing and the redevelopment of existing HACC properties; analyzes and evaluates the development, redevelopment, preservation and land acquisition opportunities, and develops options and alternatives for property development and redevelopment; inspects properties; identifies, evaluates, and mitigates a projects construction, financing, and operational risk.
6. Acts as project manager on a broad range of development and redevelopment projects; oversees the construction management process including preparation of requisitions and draw requests; directs long-range project strategies; oversees the preparation of work plans, schedules and budgets; evaluates feasibility analyses and monitors project progress and compliance issues; procures related professional and technical services; manages consultant contracts and performance; monitors community input and land use review process.
7. Coordinates with HACC Finance and accounting firms to lead project cost certification and closeout; oversees transition of completed projects to HACC Asset Management team.
8. Plans, coordinates and oversees the development and implementation of development practices, procedures and standards in support of HACC's strategic directive principles focused on improving sustainability, which includes environmental, economic and social initiatives; makes recommendations for proposed changes including estimated fiscal and organizational impacts; defines project concepts to meet housing needs and carry out HACC mission; establishes and maintains records of all activities.
9. Works with regional and national entities, service providers and other community resources to develop opportunities for partnerships on HACC development projects and programs; prepares funding applications to local, regional, state, and federal funding agencies.
10. Plans, organizes and implements disposition of HACC owned properties; manages HACC disposition plan, schedule and budget; coordinates federal disposition application; analyzes and prioritizes the sale of properties in accordance with applicable rules, regulations, and policy decisions.
11. Coordinates property sales including procurement of real estate services, contract negotiations and administration, preparation of units for sale, and coordination with HACC tenants; coordinates relocation of HACC tenants; prepares, negotiates, and administers

relocation services contracts.

## **REQUIRED KNOWLEDGE AND SKILLS**

Working knowledge of: Principles, methods, practices and procedures of city, County, regional, statewide, and federal housing development; bond counsel, tax credit investors, government agencies, construction lenders, and permanent lenders financing terms; compliance and regulatory requirements of affordable housing financing tools; principles and practices of land use and design, and land use planning and building development; environmental, social, economic, and legal issues related to planning and development; principles and practices of funding 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; personnel management and organizational design.

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 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 five (5) 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.