



CLASSIFICATION NO. 810

Established: 7/94

Revised: 3/11

FLSA: Exempt

EEO: 2

HACC CAPITAL IMPROVEMENT COORDINATOR

CLASS CHARACTERISTICS

Under direction, to facilitate, plan, coordinate and administer the budget, the construction of capital improvement projects, and the management improvement projects funded with federal capital improvement grant funds; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Health, Housing and Human Services (H3S) provides a wide range of services to individuals, families, and communities through its divisions: Children, Families & Community Connections, Public Health, Behavioral Health, Health Centers, Social Services, and Housing and Community Development. This includes the Housing Authority of Clackamas County (HACC), which is an independent public corporation that provides rent assistance, resident services, and contracted services to low- and moderate-income persons, particularly those who are disabled and experiencing homelessness, through the ownership, management, lease, maintenance, and development of affordable housing.

The HACC Capital Improvement Coordinator directs, leads and monitors the work of staff and outside contractors; coordinates the grant/budget development and administration; procurement planning; design, construction and grant financing of capital construction and facility improvement/modernization projects and develops procurement documents for technical, architectural, engineering and construction contracting. Incumbents will prepare architectural designs and specifications and monitor projects for compliance with contract requirement.

The HACC Capital Improvement Coordinator differs from the HACC Staff Architect which does not have broad project management or grant administration responsibilities.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Plans, prioritizes and directs the capital improvement program, including management improvements, equipment procurement and construction projects; develops short and long range goals and objectives; develops, recommends, implements, and evaluates capital improvement program, policies and procedures.
2. Prepares and submits annual grant applications; reviews and authorizes expenditures; ensures compliance with grant provisions and reporting requirements; attends public hearings for grant approval; administers grants.
3. Directs the development of architectural plans and specifications; negotiates and administers consulting agreements; directs the work of architectural staff and/or consultants;

evaluates proposed designs for consistency with overall program objectives; hires consultants for management improvements.

4. Manages construction projects by developing, negotiating and administering contracts; conducts public bid process and pre-construction conferences; reviews and selects bids for construction services; prepares and administers project budgets and schedules; performs field observation of construction work for compliance with contract specifications, budgets, and timelines; recommends contracting actions to HACC management.
5. Monitors grant program, projects and contractor work to ensure compliance of work with federal, state, and local rules and regulations; interprets and clarifies federal regulations; maintains accurate internal recordkeeping procedures and documentation; monitors schedules and work plans.
6. Coordinates projects with local government agencies, utility suppliers, Housing Authority residents, staff and the public; solicits participation in the planning process; responds to inquiries and complaints; coordinates resident relocation in accordance with federal and HACC regulations and policies.
7. Provides lead direction professional and clerical support personnel; assigns work; reviews performance; reviews leave requests and approves time records; directs the work of architects, consultants, or engineers performing special design or inspecting project work.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Principles and practices of public administration, including contract, grant and budget preparation and administration; HUD programs and regulations; principles and practices of project and construction management; construction methods and materials; housing needs of low and moderate income people; principles and techniques of structural engineering and architectural design; regulations and methods of real estate financing, acquisition and development; statistical methods and research techniques.

Skill to: Develop, plan and manage housing renovation and capital improvement construction, management improvement and other planning projects; plan and evaluate the work of contractors and assigned staff; prepare grant applications and meet grant reporting requirements; interpret and apply pertinent federal regulations; read and interpret construction plans and specifications; prepare statistical and narrative reports; maintain accurate records; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with the public, contractors, other public and private agencies and Housing Authority personnel.

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

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

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.