



JOB ANNOUNCEMENT
Eligibility: Housing Authority Employees
And Qualified Public

January 19, 2022

The Housing Authority of the City of Pueblo has an opening for a Special Projects Coordinator. This is a full-time position with an hourly salary of \$26.264 (54,631/yr). Please review the attached job description and qualifications carefully before completing an application.

If you have any questions regarding this position, please contact Deb Dagnillo in the Human Resources Department.

Applications may be obtained at the Central Management Facility, 201 S. Victoria Ave, between 8:00 a.m. and 4:30 p.m., or on our website at www.hapueblo.org.

Job posting will remain open until the position is filled.

HOUSING AUTHORITY OF THE CITY OF PUEBLO

Date: 01/22

Title: Special Projects Coordinator

General Purpose

Coordinates and assists with the functions of all departments of the Housing Authority. Access to confidential material regarding bid, funding, and legal documents. Unauthorized disclosure of such information would be considered a serious violation of policy and could result in legal action and/or damage to the HACP's reputation. May perform other duties as requested by supervisor.

Essential Duties and Responsibilities

- Plans, organizes, and evaluates all work and activities involved with affordable housing project(s); serves in a project manager role as a developer and/or partner to another development entity and/or funding source, lender, or re-financier; directs and oversees a project through its entire lifecycle, which could include pre-development site acquisition through transfer of completed project to owner/asset management.
- Coordinates and administers development project activities including creating the financing, managing consultants, ownership transfer and initial tenant occupancy; ensures construction activities and results comply with the construction contract and applicable funding source requirements.
- Assists in producing cost estimates, financial proformas, completion schedules and project implementation budgets; assists with draft contracts, lease agreements, settlement agreements, loan documents and other financing arrangements and real estate documents for review with general counsel; monitors project expense budgets and approves/processes project expenditures; prepares reports and presentations for the Board of Commissioners.
- Identifies, analyzes, and recommends existing multi-family housing units for Agency acquisition and ownership; performs financial feasibility analyses to demonstrate viability; completes all acquisition activities and transactions. Completes applications for funds; pursues new or alternate financing and other resources for project funding such as tax credits, multi-family bonds, grants, outside loans, property trades, ensures a viable financing plan is approved for each project.
- Manages and coordinates with team all phases of development including initial financial feasibility analysis, proformas, oversees design development, secures all necessary financing, procures and contracting with all third-party consultants, monitoring construction efforts and timeline.
- Manages tasks efficiently that are necessary to obtain entitlements, including neighborhood design meetings, submission of entitlement applications, attendance at public hearings, and ongoing coordination of the project design team.

- Coordinates with asset management, property management and resident services during predevelopment and construction to ensure smooth tenant relations.
- Performs site inspections and due diligence, evaluates and highlights opportunities and risks.
- Organizes, negotiates, coordinates, documents, and facilitates project partnership and closings with appropriate staff members.
- Initiates and maintains ongoing cordial professional relationships with outside entities and various stakeholders.
- Structures and negotiates real estate development transactions and affordable housing finance including public subsidies, low-income housing tax credits and tax exempted bonds; ability to creatively combine financing tools to leverage housing funds. Experience with acquisition/rehabilitation and portfolio rehabilitation preferred.
- Supports the development, implementation, and review of planning projects to ensure both efficiency and effectiveness.
- Creates a positive team-oriented environment through employee development, engagement, and motivation.
- Develops a strong working relationship with external contractors, including the development community, local community groups/associations and local, state, and federal government contacts.
- Assists in conducting research, composing memos and letters, and preparing presentations.
- Assists in the development of departmental methods and procedures by creating, maintaining, and updating databases, spreadsheets, and other organizational tools.
- Reads and interprets a variety of job specific plans, codes, specifications, regulations, and standards; explains complex policies, standards and regulations and performs research and compiles data and prepares and presents information effectively in verbal, written, and graphic form.
- Tracks and ensures all monthly, quarterly, and annual reporting requirements are being met per obligations to stakeholders in coordination with team members.
- Completes clerical duties such as reports, maintaining files, typing specifications, logs and tracks all projects, develops spreadsheets, maintains reports, creates calendars, tenant notices and any other duties as assigned.

Education, Training and Experience

- Four-year degree in Business Administration from an accredited college or university or equivalent work experience.
- A minimum of five years in business administration or equivalent combination of experience and education.

Knowledge and Qualifications

Knowledgeable in all aspects of affordable housing/real estate development, including the entitlement process and political positioning dynamics.

Communication skills are essential to represent the project vision to completion while being sensitive to the ideas and opinions of others.

Ability to multi-task several needs of each project while managing multiple projects and exercising a high degree of independence, motivation and accountability is crucial.

Affordable Housing and Low-Income Housing Tax Credit experience preferred.

Entrepreneurial and creative approach to problem-solving in the field of real estate development.

Ability to work with diverse community groups.

Problem solving, strategic thinking and analytical abilities.

Strong judgement and decision-making abilities.

Excellent time management skills.

Considerable knowledge of office, clerical, and secretarial practices and procedures.

Proficient in Microsoft Office Word, Excel, Publisher, and PowerPoint.

Knowledge of construction terms and practices and ability to implement them.

Ability to be bonded.

Valid Colorado driver's license with eligibility for coverage under HACP fleet auto insurance.

Materials and Equipment Used

Office materials and equipment

Construction software and programs

Supervisory Responsibilities

Employee does not have any supervisory responsibilities.

Working Environment and Physical Responsibilities

Work is performed both indoors and outdoors and typically involves both sedentary periods with frequent exposure to distractions and interruptions and need for multi-tasking and ability to prioritize. It also includes the type of exertion common to the construction and rehabilitation industries, such as long periods of bending, stooping, standing, and walking over rough terrain

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel within this classification.