

DIRECTOR OF PUBLIC HOUSING DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Executive Director, this position is responsible for the development and redevelopment of existing and new affordable housing by the Housing Authority in the City of Albany. The work includes setting policy, planning, coordinating and other actions to facilitate the financing and implementation of development and redevelopment projects consistent with the Housing Authority's overall plans. General supervision is exercised over departmental staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Evaluates proposals/bids and assures proper procedures are followed for their approval;
- Acts as a developer for projects where the Authority self-develops or co-develops;
- Assists the Authority and/or a developer partner obtain financing for the projects;
- Coordinates plans with the appropriate local, state and federal agencies;
- Assesses the goals, objectives and policies for the development and redevelopment of existing public/affordable housing and the need for additional affordable housing;
- Monitors the design and construction of Authority projects;
- Evaluates and disseminates information about the progress of projects;
- Prepares Request for Proposals and Bids to obtain vendors, consultants and developers for affordable housing development and redevelopment projects;
- Recommends changes to the Authority's development plan, policy and strategy;
- Studies current conditions of existing housing stock and the need for additional affordable housing and the housing market;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles and practices of public/affordable mixed finance development, including but not limited to low-income housing tax credits, bonds, brownfields funding, energy efficiency credits, etc.;
- Thorough knowledge of techniques of planning and managing a work program;
- Thorough knowledge of the Housing Authority's goals and policies for redevelopment of its properties;
- Good knowledge of the Choice Neighborhood and Rental Assistance Demonstration Programs;
- Good knowledge of issues relating mixed-finance public/affordable housing development;
- Good knowledge of basic financial feasibility analysis;

- Good knowledge of project management and contract administration;
- Good management skills;
- Ability to plan and supervise the work of others;
- Ability to build and maintain a professional and working relationships amongst stakeholders and various community organizations;
- Ability to formulate and organize neighborhood plans with various organizations and the community;
- Ability to communicate effectively;
- Ability to get along with others;
- Ability to establish priorities and make decisions based on established policies;
- Ability to evaluate development proposals to make an optimum decision;
- Good judgment;
- Integrity;
- Initiative;
- Resourcefulness;
- Tact;
- Courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with a Master’s Degree in Urban or Regional Planning, Real Estate or a closely related field and three (3) years of full time paid experience (or its part-time equivalent) in mixed-finance, affordable housing or real estate development or any relevant field of discipline as mentioned;
OR
- B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with a Bachelor’s Degree in Urban or Regional Planning, Real Estate or a closely related field and seven (7) years of full time paid experience (or its part-time equivalent) in mixed-finance, affordable housing or real estate development or any relevant field of discipline as mentioned;
OR
- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT: A valid NYS Driver’s License is required at the time of appointment and for the duration of employment and possession of own vehicle.