

PROJECT DEVELOPMENT ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Executive Director, the Director of Development or designee, is responsible for assisting in the development and redevelopment of existing and new affordable housing by the Housing Authority in the City of Albany. The work includes assistance in 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.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Coordinates projects through community process, public approvals and permits, initial closing, construction, sales, rent-up and final closing;
- Coordinates project and/or program at appropriate points with the development team and AHA staff as directed;
- Assists in financial structuring, and restructuring for feasibility workouts, including appropriate sources and use(s), affordability, public subsidy and public benefits;
- Works with staff to process funding requests, awards, commitments, requisitions and contract payments;
- Maintains development files, prepare memorandums and resolutions for Board approval, and prepare updates for the Executive Director;
- Assists Development Director and consultants in programs that involve negotiations and coordination among multiple public and private agencies. Attend various meetings and maintain copious notes as directed;
- Assists with policy development pertaining to housing and housing-related services;
- Monitors Compliance with AHA Managing Agents to insure accountability with rental guidelines and budget spending;
- Coordinates the marketing and track the lease-up of new developments;
- Works closely with consultants and construction manager to ensure the development projects are on time;
- Assists in implementing strength-based community development projects, coordinating robust environmental and economic development initiatives that meet the needs and interests of residents of AHA and the city of Albany;
- Engages with community stakeholders to cultivate sustainable neighborhood plans and outline strategies to address existing conditions, and prospects for urban revitalization;
- Fosters partnerships with diverse stakeholders, including civic leaders, local organizations, and city residents, through public workshops, to develop community action plans that address the needs of the community;
- Coordinates plans with the appropriate local, state and federal agencies;

- Coordinates redevelopment efforts of vacant land, working with local organizations to transform underutilized AHA lots into community green spaces that promote neighborhood value, small scale urban agricultural enterprises, and support nutritional health;
- Manages program development, implementation, and quality through detailed planning, written reports, project assessments, and surveys to encourage feedback and promote optimal program performance;
- Coordinates long-range planning meetings, conducted research, and initiated public input meetings to document and provide a written narrative;
- Provides technical assistance and research for the Executive Director as requested;
- Evaluates proposals/bids and assures proper procedures are followed for their approval;
- Assists the developer for projects where the Authority self-develops or co-develops;
- Assists the Authority and/or a developer partner obtain financing for the projects;
- Assesses the goals, objectives and policies for the development and redevelopment of existing public/affordable housing and the need for additional affordable housing;
- Evaluates and disseminates information about the progress of projects;
- Assists in preparing 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.

REQUIRED 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 basic financial feasibility analysis;
- Good knowledge of project management and contract administration;
- Good management skills;
- Working knowledge of the Choice Neighborhood and Rental Assistance Demonstration Programs;
- Working knowledge of issues relating mixed-finance public/affordable housing development;

- 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 promote, represent and uphold the values and integrity of Albany Housing Authority;
- 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 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 (2) 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.