



**CLASS TITLE:** Assistant Project Manager – Housing Development  
**POSITION STATUS:** Full Time  
**FLSA STATUS:** Exempt  
**EFFECTIVE DATE:** February 2018

---

### **GENERAL NATURE & SCOPE OF WORK**

Under the direct supervision of the Director of Housing Development, the Assistant Project Manager performs a range of duties in support of the development and construction management process. Serves as a contact person for all entities involved in the development and construction of projects. Prepares applications and assists in coordination of required materials for applications for project financing and department approvals, preparation of plans and documents by outside engineers, architects, and consultants.

### **ILLUSTRATIVE EXAMPLES OF WORK/ESSENTIAL FUNCTIONS**

- Serve as a contact person for project on development related issues for all entities involved with the construction project, including public and private lenders, City Planning, Building & Safety, Coastal Commission and others such as community groups
- Prepare applications and assist in coordination of required materials for applications for project financing and department approvals, coordinates preparation of plans and documents by outside engineers, architects and consultants
- Support negotiations with public agencies and community groups, assist with coordinating selection of consultant team members
- Assist in coordinating project consultants, including providing materials for architects, monitoring all phases of design and construction drawings
- Provide general administrative support for Housing Development Department
- May perform research on entitlement work and data collection; may support public presentations

### **KNOWLEDGE, SKILLS & ABILITIES**

#### **Knowledge of:**

- Standard methods, techniques used in preparation of project construction applications and financing
- Applicable federal, State and local laws, codes, regulations, policies and procedures; familiarity with recent funding programs, regulations and requirements
- Basic understanding of financial pro formas
- Basic understanding of financing sources such as LIHTC, MHP, AHP

#### **Skill Level:**

- Proficient in the use of personal computers and Microsoft Office products
- Strong analytical and organizational skills
- Able to work well in team environment; excellent interpersonal skills for establishing and maintaining effective working relationships with employees, vendors, other departments and city staff, city officials and the public

**Ability to:**

- Speak and write in English
- Review and respond to construction and project financing applications
- Review complex data and make appropriate recommendations for application procedures
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures
- Monitor the work of outside vendors for compliance with scope of work contained in contracts
- Able to work independently with adequate supervision

**EDUCATION & EXPERIENCE**

A combination of education and related experience may substitute for education requirements.

- High School diploma required; Bachelor's Degree in Development, Economics, Architecture, Public Administration, Planning, Real Estate, Business or related field preferred, **and**
- 2 or more years of work in real estate development or finance, or related experience such as affordable housing, finance, planning, community development, including 1-2 years of direct development experience

**PHYSICAL DEMANDS/WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office environment under pressure and requires the ability to quickly adjust to changing priorities and demands
- While performing the duties of this job, the employee is frequently required to sit and use a keyboard
- Travel by various modes of private and commercial transportation within the region may be required
- Occasional fieldwork is required
- Must be physically capable of lifting, bending, climbing, standing and walking, especially pertaining to inspection of buildings where navigation of stairs, crawl spaces, attics, roofs, etc. will be required

The statements contained in this position description reflect general details as necessary to describe the principle functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printer Name of Employee**