

Affordable Housing Development Senior Project Manager

Closing Date: Open Until Filled.

Salary: \$122,374 - \$163,993 Annual DOQ

The Santa Clara County Housing Authority (SCCHA) owns and controls more than 2,600 affordable housing units throughout the County of Santa Clara. Our Local Programs Department oversees all real estate activities: real estate acquisition and development, asset management, property management, resident services, affiliate management, and facilities repair/improvements.

SCCHA is an active and innovative developer of affordable housing. The agency has constructed new housing, rehabilitated and preserved existing housing, and assisted with the development of more than 30 housing developments serving a variety of households including seniors, persons with disabilities, veterans, and homeless individuals and families.

In order to help meet the great need for more affordable housing opportunities in Santa Clara County, SCCHA's Development Team works to develop new rental units and to preserve existing properties through repair and rehabilitation. SCCHA utilizes four key financial resources to make this possible: federal low-income housing tax credits, tax-exempt bonds, conventional bank loans, and local agency loans available through the state, Santa Clara County, cities or SCCHA.

We are seeking an energetic and experienced individual who enjoys working in a fast-paced environment to join our Development Team as a **Senior Project Manager**. Under general direction, plans, schedules, assigns, and reviews the work of staff and consultants performing professional, technical and administrative support duties for all of the day-to-day functions and activities of the development activities within the Development and Inter-Agency Relations Division for the Santa Clara County Housing Authority (Agency); provides oversight of staff responsible for identifying potential project sites; the facilitation of real property acquisition; the creation of financial pro forma; the construction and/or rehabilitation of affordable housing units; coordinates assigned activities with other Agency departments, officials, outside agencies, and the public; fosters cooperative working relationships among Agency departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Development Manager and Assistant Housing Director in areas of expertise; and performs related work as required.

This is a full supervisory-level classification that manages and participates in activities of the day-to-day responsibilities within the Development Unit. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility, involving frequent contact with the public. This class is distinguished from the Development Manager in that the latter has overall responsibility for all development projects and programs for the Team.

REQUIREMENTS

- A bachelor's degree from an accredited four-year college or university with major coursework in community development, business, economics, urban planning, or a related field and seven (7) years of progressively responsible experience in residential property development, acquisition, and/or rehabilitation, Low-Income Housing Tax Credit (LIHTC) from applications and financing through conversion, to permanent financing, including three (3) years in a supervisory or management capacity.
- **Licenses and Certifications:**
Possession of or the ability to obtain and retain a valid California Driver License and a driving record acceptable to the Agency.

SELECTION PROCESS

Interested applicants may view further detailed information regarding this recruitment at www.scchousingauthority.org, or contact the **Human Resources Department at (408) 993-2934**.

We offer a competitive benefits package including medical, dental, and vision coverage, paid holidays, vacation and sick time, flexible spending accounts, deferred compensation, retirement, educational reimbursement, and more. In addition, we operate on a 9/80 work schedule where employees have a paid day off every other Friday. (Monday through Thursday is a nine (9) hour day and the Friday that is worked is an eight (8) hour day).