

Tioga Opportunities, Inc.

JOB DESCRIPTION

JOB TITLE	Housing Development Director
DEPARTMENT	Tioga Housing Partnership (THP)
TYPE OF POSITION	Exempt
REPORTS TO	TOI Executive Director

JOB SUMMARY: The Housing Development Director is a senior leadership position charged with the planning, resource development, implementation and management of projects, oversight of rehabilitation projects, and new construction for the Tioga Housing Partnership (THP) to ensure that the objectives of each project are accomplished within prescribed timeframes and funding parameters; prepares presentations, materials, and makes recommendations to the THP Board based on research, data, and feedback from the THP steering committee.

JOB RESPONSIBILITIES

1. Evaluate project feasibility and alignment with THP organizational goals
2. Lead and oversee the management of demolition and/or rehabilitation projects and new construction as is deemed appropriate by municipalities
3. Work in conjunction with municipalities in identifying specific needs and targeted neighborhoods
4. Seek financial commitments from private entities for specific projects
5. Promote and market the “public-private” housing strategy across the county
6. Lead project management meetings on all projects, provide consistent oversight of contractors and milestone achievement, and maintain detailed notes of projects
7. Lead community and neighborhood engagement for rehab and development projects
8. Assist in researching, preparing, and submitting grant and funding applications
9. Oversee the negotiation of major agreements and financing documents, including loan documents, construction contracts, architectural agreements, and property management agreements
10. Coordinate with property owners, contractors, engineers, code enforcement officers, and other partners
11. Responsible for adherence to building and quality standards as TOI’s customer representative
12. Oversee bid process and negotiates draft contract terms and work scope; bids will include work within NYS Building and Fire Code Regulations and inspections as authorized by the agency’s Clerk of the Works.
13. Manage project timeline, ensuring milestones are met on time and within budget
14. Ability to understand and present options when a project has obstacles occur
15. Responsible for managing and executing project contracts in accordance with THP requirements
16. Maintain compliance in all federal, state, and local regulations and other mandated guidelines and policies
17. Ability to coordinate multiple projects simultaneously and adjusts to changing priorities
18. Monitor project progress according to specifications, inspect the construction work on-site (or lead the inspection by others), make good judgment calls on items that may or may not be material in design, scope, or cost
19. Manage files, provides reports as specified, and performs other administrative tasks as needed

20. Engage in community partnership building to address and identify the unique housing needs in Tioga County, NY

A. Program/Department Operation

- **Displays (general) knowledge of departmental operations and funder/regulatory mandates which include policies, procedures, regulations, etc.;**
 - **Maintains and contributes to the smooth flow of activities necessary for the program/department's effective provision of services to customers;**
 - **Initiates/performs monitoring of services to ensure compliance.**
1. Manages and directs programs and activities to ensure that program services and systems are implemented in compliance with all applicable regulations
 2. Develops and maintains policies and procedures for program operations that reflect current service flow and ensures compliance
 3. Participates on TOI Management Team and Tioga Housing Partnership in overall planning and coordination of a community needs assessment, strategic plan, etc. to ensure the implementation of the goals and objectives of TOI's mission
 4. Develops strategic partnerships that enhance and align with department and agency vision and mission

B. Managing People

- **Staff and staffing patterns are coordinated to maximize use of skills, maintains coverage for all program activities and service;**
- **Displays leadership abilities, promotes team building and motivates staff for optimal performance;**
- **Displays understanding of progressive discipline process and uses appropriately as needed.**

C. Interpersonal Skills

- **Ability to communicate effectively and work cooperatively with customers, peers, partners, subordinates, and management, to promote TOI objectives and mission. This includes internal and external written/oral communication, telephone skills, and all interdepartmental communications and involvement.**
 - **Displays leadership abilities, promotes team building and motivates staff for optimal performance;**
1. Exhibits professionalism and good judgement
 2. Reacts to change productively and promotes change in support of agency growth and expansion

D. Professional Development

- **Keeps current and knowledgeable of new technologies, information, trends, regulatory changes, and events in one's area of expertise and in the world of community action.**
 - **Understands new developments that may affect funding or services. Seeks guidance in areas as needed.**
1. Acts as a conduit for information, promotes innovation at all levels, and is an effective advocate for TOI and the sectors it serves.

E. Managing Fiscal and Material Resources

- **Demonstrates (general) understanding of fiscal responsibility in developing and managing budgets, to ensure effective delivery of service to customers.**
- **Suggests potential strategies to reduce costs and potential avenues of unrestricted income or additional funding streams.**

1. Maintains overall responsibility for the development and management of all departmental budgets to assure spending is on target
2. Prepares funding requests and budget modifications in keeping with prescribed time frames and contractual regulatory compliance
3. Develops and manages department and/or program and project budgets; recommends contingency plans, etc.

Timely Reporting

- Assists with preparation and/or is responsible for the preparation and timely submission of detailed funding applications/audits.
- Assists with preparation and/or is responsible for submitting detailed internal and external programmatic and fiscal reports in a timely manner.

Safety and Health

- Instructs and promotes the maintenance of a safe, accident-free, and healthy work environment
- Complies with and enforces the Safety and Health Policy Standards in all work situations

Line Relationship

- Reports to: Executive Director
- Supervises: NA

Other Facts

- On-site attendance is a requirement of this position.
- Must have computer skills to perform efficiently, i.e. MS Office, etc.
- Must assume the responsibility for meeting the transportation needs as required by the nature of the position.
- Working hours at programs operated by the Agency will correspond to the needs of the participants and program.
- The principle of confidentiality applies to all information about program participants and their families.
- This description is not to be taken as a limiting document, as other duties may be assigned as the situation dictates.

JOB REQUIREMENTS

A. Minimum Education and Experience

- A Bachelor's degree from a regionally accredited or registered college or university with major work in Community Planning, Housing Development, Construction Management, Business, or closely related field; AND three years of progressively responsible administrative/supervisory/financial management experience in Community Planning, Housing Development, construction, or a field closely related.
- An equivalent combination of training and experience as indicated above.

B. Required Knowledge, Skills, and Competencies

- Ability to analyze complex data, perform sophisticated analysis and make appropriate recommendations and decisions; experience with project software (CAD) a plus.
- Ability to read, write, interpret project and product specifications, contract documents, construction plans, blueprints, invoices, etc.

- Decision-making - ability to prioritize multiple tasks, follow projects through to completion, work with minimal supervision.
- Communication proficiency – able to communicate clearly verbally and in writing, with all levels of staff, management, Board members, community partners, elected officials, etc.
- Results driven
- Group presentation skills

C. Physical Demands

Constantly: Activity/condition exists from 2/3 or more of the time

- Sits at desk for extended periods of time to confer with co-workers, clients; prepare paperwork; input, examine, and retrieve data on computer
- Vision needed to read and prepare paper and computerized data, reports, to examine and compile records
- Uses hands and fingers for writing implements, computer, etc.
- Talks and hears to communicate in person and via a telephone to receive and give information to staff and clients

Frequently: Activity/condition exists from 1/3 to 2/3 of the time

- Stands to file and make photocopies
- Walks within office or worksite area
- Lifts and distributes materials and supplies
- Reaches for supplies or file binders

Occasionally: Activity/condition exists up to 1/3 of the time

- Stoops and kneels to access file drawers
- Bends and lifts objects weighing up to 30 pounds
- Travels to meetings
- Conducts on-site inspections of construction projects

D. Working Conditions

- Typical office work

I have read and understand the duties, responsibilities, and expectations pertaining to this position. I understand that this job description is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills, and responsibilities required. I have been allowed to clarify and ask questions about this job description.

Name

Date