

POSITION TITLE:

DIRECTOR OF PLANNING AND DEVELOPMENT

LOCATION:

MONROE HOUSING AUTHORITY



REPORTS TO
EXECUTIVE DIRECTOR

EMPLOYEE STATUS
EXEMPT

WORK HOURS
FULL - TIME

SUPERVISION
YES

SCOPE OF WORK:

- Responsible for organizing, planning, directing, and monitoring the MHA program development, rehabilitation, and modernization of affordable rental houses and auxiliary facilities. This includes technical research and development leading to public/private affordable rental housing ventures, rental housing financing, construction, modernization programs, and extraordinary maintenance work projects.
- Prepare or assist other MHA consultants with funding applications for the development of new and revitalization of existing public housing and affordable housing developments. Prepare schedules and develop timelines for the Capital Fund operations and manage the overall progress to ensure work is performed following the established agency 5-year plan and completed in the designated timeframe.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Assist the Executive Director with the update and revisions of the MHA strategic plan.
- Serve as point of contact for all master planning efforts.
- Implement recommendations to develop affordable rental housing.
- Prepare or assist other MHA Consultants with conventional housing and modernization programs, including requests for funding and budgets for submission to HUD and other private sources.
- Prepares contracts/agreements for construction or maintenance for projects that do not require an architect.
- Works collaboratively with the compilation of supporting documents for funding applications including HUD Capital Fund Program, CHDO Recertifications, Community Development Block Grant (CDBG), HOME, and Louisiana Housing Corporation grants.
- Sets standards and creates materials for resident and community engagement.
- Responsible for team review and development of monthly construction draws; ensuring that inspections are completed/documented and construction-related issues are resolved on time.
- Accurately identify and communicate risks and recommend mitigating strategies.
- Compile and record funds expended by request of P&D from the Agency's Operating Budget.
- Responsible for procurement and maintenance including soliciting quotes for purchase orders, and preparing bid documents for purchases that are advertised publicly.
- Assists in research of "Green" building and energy standards for products used by MHA during routine maintenance and procurement.
- Seek funding from various sources for pre-development activities.
- Establish and maintain client relations with professional staff, architects, HUD representatives, Parish and City Planning Departments, appraisers, engineers, construction supervisors, and other key development partners.
- Communicate with consultants regarding REAC inspection requirements and post-inspection appeals.
- Ensure compliance with the scope of work for projects, including contractor selection and contract signing. Review payments to contractors for projects to stay within budget limits and on target.
- Prepare or assist other MHA Consultants with Tax Credit Applications and other applications related to real estate finance.
- Identify the need for MHA to engage architects and engineers to achieve comprehensive approaches to all construction, modernization, redevelopment, and development activities.

- Train and coordinate personnel in the Annual Physical Needs Assessment of all Public Housing properties.
- Develop a system to monitor the long-term viability and associated costs to maintain current Public Housing properties.
- Lead and facilitate the preparation of the Agency's 5-year plan.
- Monitor all design, construction, and modernization jobs to ensure that problems during design and construction are minimized and that jobs are completed on time and within budget.
- Inspect properties that are being considered for demolition, disposition, or rehabilitation.
- Prepare report regarding recommendations for properties under MHA and submit to the Executive Director as requested.
- Oversee the compliance with all reporting requirements for the Capital Fund Program including information for the monthly MHA update to the Executive Director and Board of Commissioners.
- Assist with research and preparation of grant applications for alternative funding sources.
- Submit all necessary and applicable documentation to the City of Monroe, the Mayor of Monroe, the MHA Board of Directors, and HUD.
- Performs special assignments and other duties as assigned by the Executive Director.
- Conduct all business following the Monroe Housing Authority's policies and procedures, Section-3, Fair Housing, Americans with Disabilities Act, Fair Credit Reporting Act, and all other Federal and State laws.

QUALIFICATIONS:

- Graduate degree in Construction Management, Engineering, Architecture, Urban Planning, Public Administration, Business Administration, or a related field, with a minimum of six (6) years of experience with private industry construction management, government, or not-for-profit community development, and a strong emphasis on affordable mixed-income residential development, real estate financing, and project management preferred.
- Experience working in a federal, state, or local housing or social service program, including grant administration, city, and regional planning, or other related housing fields preferred.
- Demonstrates increasing management responsibilities and the ability to exercise sound judgment, anticipate challenges and respond appropriately; highly organized with consistent attention to detail; prioritize and handle multiple tasks and deadlines; and effectively manage in a time-sensitive environment.
- Excellent written, oral, and interpersonal communication and presentation skills, with the ability to collaborate with diverse stakeholder groups.
- High-level computer skills, including Microsoft Word, Excel, Project, and PowerPoint.

DRIVING/TRAVELING REQUIREMENTS:

- Must have a valid driver's license and automobile insurance.

PHYSICAL REQUIREMENTS:

- Must be able to bend, stoop, sit, stand, walk, climb stairs & ladders, reach, lift, pull, push, balance, crouch, crawl, kneel and lift or carry weight up to 40 pounds. May be exposed to inside and outside environmental conditions, chemical hazards, respiratory hazards, extreme cold for more than 1 hour at a time, and extreme heat for more than 1 hour at a time.

The Monroe Housing Authority is an equal opportunity employer and provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We celebrate diversity and are committed to creating an inclusive environment for all employees.