



# HOUSTON HOUSING AUTHORITY POSITION DESCRIPTION

Position Title: **Assistant Director REID**  
 Department: **Real Estate Investments & Development**  
 Supervisor: **Vice President of Real Estate Investments & Development**

Exempt     Non-Exempt                       New Position     Revision (see below)

<input type="checkbox"/> Change of title	Previous Revision Date: 2/8/2016	Other (Please Specify)
<input type="checkbox"/> Revised qualifications	<input type="checkbox"/> Revised duties	Updated reporting relationship
<input type="checkbox"/> Expanded qualifications	<input type="checkbox"/> Expanded duties	

Effective Date: 01/02/2024

Approved: \_\_\_\_\_  
**Vice President of Real Estate Investments & Development**

Approved: \_\_\_\_\_  
**Senior Vice President of Administration**

## GENERAL SUMMARY

Directs a small group of Development/Real Estate Investments & Development (REID) team members regarding the development and modernization of all housing for the Houston Housing Authority dwelling units. Oversees all capital improvement programs, Capital Funds Program (CFP) and Low Income Housing Tax Credit (LIHTC) Program. Performs a variety of managerial tasks involving the operation of housing developments. Reports to the Vice President of Real Estate Investments & Development.

Responsible for all aspects of Houston Housing Authority's ("HHA" 's) construction activities for the expenditure of Capital Funds/ Operational Funds physical plant needs and renovation of existing units. Carries out planning, prepares and controls the budget, initiates and manages procurement of professional services and construction contracts, prepares construction bids, conducts pre-bid meetings, selects vendors, coordinates and liaises with all Agencies and Property Management Companies (PMC's), construction oversight, avoids legal conflicts, generates, presents and maintains records; assesses PMC staff requirements, trains and supervises HHA's construction coordinators. Reports to Director of Real Estate Investments & Development.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

- Provides assistance to the Director of REID and oversees and directs other team members in, coordination of design development and production of construction documents.
- Plans, develops, directs, delegates, and supervises work of staff engaged in development. Will also be responsible for interviewing hiring, orienting and training team members and manages their performance in accordance with Houston Housing Authority policies.
- Assists in developing financing strategies which may involve multiple sources, including Tax Exempt Bond, LIHTC's, Home Funds, Community Development Block Grant (CDBG) Funds, Housing Choice Voucher rents and Rental Assistance Demonstration (RAD).

- Administers the relocation process of all residents requiring relocation as a result of capital improvements.
- Monitors the expenditures of modernization and new development funds for compliance.
- Formulates plans and procedures, establishes deadlines, requires reports, analyzes problems, and develops solutions for all construction related activities.
- Responsible for monitoring the process of all design & construction related consultants.
- Plans and delegates work to personnel involved in ongoing development efforts. Develops and implements a system for reporting project progress.
- Assists in the preparation of information, reports, and recommendations for the Board of Commissioners and prepares Resolutions for Board action.
- Determine, through interaction with Housing Operations, Finance and PMC's, all capital needs for the HHA apartment portfolio. Develop and implement agreed upon Capital Improvement Plan for HHA apartment portfolio.
- Meet engineering and construction operational standards by contributing engineering and construction information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems and identifying engineering construction system improvements.
- Meet engineering construction financial standards by providing annual budget information; monitoring expenditures; identifying variances, and implementing corrective actions.
- Liaise with Property Management Companies and other HHA departments in independently producing and managing the specific Scope of Work (SOW) for approved projects, reviewing bid documents and contracts; coordinate contract execution; manage construction scope and contracts, obtaining and maintaining documentation; maintaining contract records and monitoring changes to contracts.
  
- Control costs by assisting in developing the Independent Cost Estimate (ICE); selecting vendors, and analyzing bids.
- Avoid legal challenges by enforcing regulations.
- Provide project information by collecting, analyzing, and summarizing data and trends; maintaining databases and files.
- Update job knowledge by tracking new legal requirements; participating in educational opportunities; reading professional publications; maintaining personal networks, and participating in professional organizations.
- Accomplish engineering and organization mission by completing related results as needed.
- Profit and loss responsibility for Houston Housing Authority.
- Coordinate work, train, instruct, assist, and supervise HHA construction coordinators.
- Performs other duties as assigned.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of HUD, federal, state, and local laws, rules, and regulations about procurement, wage rates, contract administration, bid documents, codes, funding, and other related matters.
- Skilled in project management with a proven track record of delivering on large scale projects.
- Skilled in overseeing all aspects of the project, including planning, resource allocation, and budget.
- Skilled in analyzing and prioritizing information, distilling it to the critical issues, and drawing accurate conclusions.
- Skilled in making effective decisions by analyzing information and considering priorities.
- Skilled in using multiple resources, quantitative and qualitative research methodologies to capture and interpret information.
- Skilled in working with relational databases, statistical programs, and other tools to compile and interpret quantitative data.
- Skilled in listening attentively and responding effectively to customer complaints.
- Skilled in developing communication processes and procedures to facilitate the exchange of information among internal and external groups.
- Skilled in designing and delivering instructional training to assigned PMC staff.
- Ability to forecast and monitor budgets against financial goals.
- Ability to track record of successful negotiations with the most skilled or resistant groups. Establishes common ground and focuses on win-win outcomes while gaining concessions and protecting organizational interests.
- Ability to meet aggressive deadlines and juggle multiple priorities.
- Ability to use time productively maximizes efficiency and meets challenging work goals.
- Ability to exceed quality standards and provide products and services of the highest caliber.
- Ability to successfully achieve positive, concrete results through hard work and perseverance.
- Ability to take the initiative to become an expert at the job.
- Ability to maintain meticulous attention to detail, completing multiple or repetitive tasks.
- Ability to demonstrate a serious commitment to accuracy and quality while meeting goals or deadlines.
- Ability to maintain company values and demand the highest standards of conduct from self and others.
- Ability to project a professional and polished image that inspires confidence and trust.
- Ability to exude self-confidence and inspires confidence in others.

- Ability to take a thorough approach to every task.
- Ability to handle complex problems effectively.
- Ability to separate critical issues and generate multiple solutions.
- Ability to manage complexities and competing priorities.
- Ability to coordinate information and activities among groups with differing agendas across multi-functional areas.
- Ability to synthesize all forms of research into clear, thoughtful, actionable deliverables.
- Ability to analyze pertinent statistical data and recommend solutions.
- Ability to predict and assess the impact of financial decision alternatives and recommend actions.
- Ensure that the customer receives a superior product or service.
- Committed to comprehensive and in-depth analysis, planning, and implementation of every work effort.
- Possess exceptional work ethic.
- Possess a thorough understanding of the job's role in the organization's success.

### **COMPLEXITY / SCOPE OF WORK**

The employee performs a wide variety of tasks, ranging from routine to complex and not closely related.

The employee must identify the work that needs to be done, determine how to accomplish it, and coordinate, integrate, and prioritize various tasks or assignments.

The employee must make regular decisions involving usual and unusual circumstances, conflicting data, or other non-routine occurrences.

Routine work as instructed and the employee's problems do not require extensive analysis to identify them.

Decisions and issues facing the employee involve multiple organizational units.

The employee's work primarily impacts the Capital Fund Plan of Houston Housing Authority and Houston Housing Authority's residents and non-residents.

Successful accomplishment of duties by the employee will result in timely completion of projects and provide better housing for low-income families in the community.

### **GUIDELINES**

The employee follows established policies, procedures, and specific guidelines.

Guidelines cover most situations, but the employee may occasionally be required to use independent judgment in making decisions. In other cases, not covered by guidelines, the employee may consult the supervisor for assistance.

## **SUPERVISORY CONTROLS**

Normally, the employee plans and carries out work activities with minimal supervision and independently resolves problems.

The employee receives specific instructions when problems are brought to the supervisor's attention and when the employee for direction contacts the supervisor.

The employee's work is reviewed for conformity to organizational policies, regulations, and attainment of objectives.

The employee supervises and gives direction to PMC's and any other assigned employees and evaluates performance.

## **PERSONAL CONTACTS**

Contacts are primarily with other Houston Housing Authority employees, PMC's, federal, state, local government officials, representatives, and community agencies.

The employee has contact with architects, engineers, consultants, contractors, and Houston Housing Authority residents.

The primary purpose of contacts is to obtain, give or clarify information, plan and assist, and resolve problems.

Contacts are generally cooperative; however, they may be occasionally antagonistic, unresponsive, or uncooperative.

## **PHYSICAL DEMANDS / WORK ENVIRONMENT**

Work is principally sedentary but involves some physical exertion during on-site visits with PMC's, residents or staff members, inspections of Houston Housing Authority properties, construction sites, and facilities.

Physical demands may include bending, stooping, bending, standing, walking at construction sites, climbing ladders, and exposure to outside elements.

Work involves the normal risks or discomfort associated with an office environment and is usually in an adequately heated, lighted, and ventilated area.

From time to time, work involves visits to HHA properties, sites, dwellings or facilities, inspections of structures, confrontations with residents or employees, and contractor personnel.

Work is primarily with the use of a computer, reading and preparing documents, and meeting deadlines.

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree in Architecture, Engineering, Construction Management or related field of study. Graduate Degree preferred.
- Minimum of ten (10) years of progressively responsible experience in multi-family asset management, or an equivalent combination of education and experience.

- Bondable.
- Valid Texas driver's license or obtain such within the first thirty (30) days of employment.
- Eligible for coverage under Houston Housing Authority fleet auto insurance.

## **DISCLAIMER**

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.