



HOUSTON
HOUSING AUTHORITY

HOUSTON HOUSING AUTHORITY POSITION DESCRIPTION

Position Title: Vice President of Real Estate Investments & Development
Department: Real Estate Investments & Development
Supervisor: Senior Vice President

Exempt Non Exempt New Position Revision (see below)

Change of title Previous Revision Date: _____ Other (Please Specify) _____

Revised qualifications Revised duties

Expanded qualifications Expanded duties

Effective Date: 01/29/2019

Approved: _____
Senior Vice President

Approved: _____
Director Human Resources

GENERAL SUMMARY

The Vice President of Real Estate Investments & Development (REID) manages the REID of the Houston Housing Authority under the direction of the Senior Vice President (SVP). The VP of REID shall be active in all phases of affordable housing development and modernization including selecting developable sites, analyzing potential acquisitions, conceptualizing projects, obtaining appropriate financing and ensuring projects are completed on time and within budget. Oversees all new housing development, capital improvement programs, Capital Funds Program (CFP), Low Income Housing Tax Credit Program, and energy savings performance contracts. Performs a variety of managerial tasks involving the operation of housing developments. Reports to the Senior Vice President.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Envisions and identifies viable affordable housing developments and collaborates with the Senior Vice President, President and CEO and Board of Directors on decisions to prioritize certain development projects and invest HHA resources and seek out new resources.
- Management responsibility for REID including supervision of staff engaged in development and capital improvements.
- Sets short-term and long-term goals for the HHA portfolio.
- Advocates for affordable housing by giving public presentations, participating in community and public policy groups, attending conferences and staying informed of public policies affecting affordable housing.
- Represents HHA at public hearings related to land use and design; meets with neighborhood groups on project related information.

- *Assists in the preparation of information, reports, and recommendations for the Board of Commissioners and prepares Resolutions for Board action.*
- *Develops methods of communication with residents for input into and concerns regarding modernization.*
- *Works with and supports other HHA departments by utilizing effective lines of communication for exchange of information necessary during design, construction and lease-up/re-occupancy.*
- *Administers the relocation process of all residents requiring relocation as a result of capital improvements.*
- *Administers regulations and directives as required by HUD.*
- *Develops proforma capital development and operating budgets and financing applications which incorporate many different sources of financing.*
- *Coordinates the submission of due diligence to government agencies, lenders and investors.*
- *Monitors the expenditures of modernization and new development funds for compliance.*
- *Develops, revise, expands, and/or updates Housing Authority policies and procedures regarding capital improvements.*
- *Formulates plans and procedures, establishes deadlines, requires reports, analyzes problems, and develops solutions for all construction related activities.*
- *Assists in and coordinates the preparation and timely submission of the Real Estate Investments and Development (REID) budget and amendments, and monitors expenditures during the year.*
- *Serves as the Contracting Officer for all architectural and engineering and construction contracts.*
- *Responsible for monitoring the process of all design & construction related consultants. Monitors construction process by negotiating construction documents and contracts, monitoring construction progress and resolving conflicts, and overseeing draws and monitoring construction costs and budget.*
- *Coordinate financial closings, cost certification, 8609s and conversion.*
- *Examines business development programs for possible integration into the department's program.*
- *Works on year-end financial reports and other year-end close out tasks submitted to HUD.*
- *Plans and delegates work to personnel involved in new and ongoing development efforts.*
- *Develops and implements a system for reporting project progress.*
- *Performs other duties as assigned.*

KNOWLEDGE, SKILLS AND ABILITIES

- *Demonstrate expertise in affordable housing developments. Experience having led and closed at least two LIHTC transactions. Knowledge of Section 42 regulations required.*
- *Success at real estate development, acquisition and preservation as well as generation of developer fees and revenue when compared against approved project completion schedules and Board approved budget limits.*
- *Comprehensive knowledge of the modern principles, practices, and techniques pertaining to management of affordable housing programs.*
- *Comprehensive knowledge of the relationship between the Authority and federal, state, and local jurisdictions and their abilities to provide funds or other support to the Authority, and PHA operating policies and procedures regarding such relationships.*
- *Knowledge of federal affordable housing programs, with a focus on public housing, Section 8 tenant-based and project-based voucher programs, Project-Based Section 8 Multi-family Rental Assistance (PBRA), Community Development Block Grant (CDBG) including CDBG-Disaster Recovery, HOME, is preferred.*
- *Considerable knowledge of community organizations, institutions, groups, agencies, and business firms.*
- *Skills in personal computer software packages such as word-processing and spreadsheets, ability to generate development proformas.*
- *Skills for meeting and dealing with the public and other bodies, and presenting information in a clear, organized, and convincing manner.*
- *Ability to negotiate developer agreements, land and real estate contracts.*
- *Knowledge of federal procurement is preferred.*
- *Ability to relate and interact with people of diverse social and economic backgrounds.*
- *Ability to deal effectively with situations that require tact and diplomacy, yet firmness.*

COMPLEXITY / SCOPE OF WORK

- *The employee must perform a wide variety of tasks, which range from routine to difficult and are not closely related.*
- *Work needing to be done must be identified, coordinated, integrated, prioritized and accomplished using a variety of tasks or assignments.*
- *The Vice President of REID must make regular decisions involving usual and unusual circumstances, conflicting data, or other non-routine occurrences.*
- *Decisions and issues facing the employee involve multiple organizational units.*

- *The employee's work affects other employees, Authority residents, various departments of city and county government, and numerous business firms, organizations, institutions, and agencies in the community.*
- *The quality of the employee's assistance to the Senior Vice President and President & CEO is reflected directly in the accomplishment of the Authority's goals and objectives.*

GUIDELINES

- *Other than the established policies and procedures and traditional employment practices, few written guidelines cover these situations. When the Vice President of REID makes decisions that are not covered by guidelines, the Vice President of REID will generally consult the supervisor of some other authority, develop new guidelines, or make a decision based on the circumstances and past experience.*
- *Good judgment is required.*

SUPERVISORY CONTROLS

- *The employee receives general instructions from the SVP and then develops the sequence and timing of activities on the basis of objectives, priorities and deadlines established.*
- *Generally, instructions from the SVP are broad, though there are intermittent occasions when the Vice President of Real Estate Investments & Developments (REID) receives specific instructions.*
- *The Vice President of Real Estate Investments & Developments initiates and follows through on routine activities without supervisory direction.*
- *Problems or situations not covered by instructions are either dealt with independently, or in consultation with the supervisor.*
- *The Vice President of REID's work is reviewed regularly for adherence to policies and attainment of objectives.*
- *The employee provides direction and instructions to subordinates.*
- *The Vice President of REID monitors the work of subordinates for accuracy, completeness, conformity to policy, and achievement of goals or objectives, and evaluates employee job performance.*

PERSONAL CONTACTS

- *Contacts are primarily with other Authority employees, the Board of Commissioners, federal, state, and local governmental officials, and representatives, banking institutions, and community agencies.*

PHYSICAL DEMANDS / WORK ENVIRONMENT

- *The employees work is primarily sedentary, but may involve some physical exertion during on site visits with residents, staff members, or community personnel.*
- *The employee may sit comfortably to do the work, or may be involved in some walking, standing, bending, carrying of light items such as papers, books, and files, or driving an automobile.*
- *There may be physical exertion while traveling to meetings, conferences, or workshops in other cities.*
- *The employee's work involves the normal risks or discomforts associated with an office environment and are usually in an area that is adequately cooled, heated, lighted, and ventilated. From time to time, however, it may involve visits to outdoor developments, sites, dwellings, or facilities.*

MINIMUM QUALIFICATIONS

- *Four (4) year degree in Business, Construction Management, Public Administration, or other field related to position duties from an accredited college or university, and four (4) years progressive management experience, or a combination of education and experience.*
- *Three (3) years in a leadership role planning and developing affordable housing in the public or private sector, or an equivalent combination of experience and education.*
- *A Housing Management Certificate is preferred.*
- *Bondable.*
- *Valid Texas driver's license.*
- *Eligibility for coverage under Agency fleet auto insurance.*

DISCLAIMER

The above statements are intended to describe the general nature and level of work being 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.