

**HOUSING AUTHORITY**  
of the  
**COUNTY OF CONTRA COSTA**

Approved: 07/99  
HACCC.M03

Reviewed: 00/00/00  
Revised: 00/00/00

**DIRECTOR OF DEVELOPMENT**  
(FLSA Exempt)

**DEFINITION/PURPOSE:**

Plan, organize, direct, and monitor the Authority's program of development, rehabilitation and modernization of affordable rental housing and auxiliary facilities. This includes the technical research and development leading to public/private affordable rental housing ventures, rental housing financing, construction design, and modernization programs, and extraordinary maintenance work projects. Assist the Executive Director in the development and implementation of the Authority's Comprehensive Grant Program (CPG) or other capital grand programs. Identify and pursue appropriate funding to support departmental goals.

**DISTINGUISHING CHARACTERISTICS:**

This single position management classification is responsible for the management and administration of the development and modernization programs of the Authority, major elements of the Authority's mission. It differs from all other classifications in that it solely responsible to the Executive Director for the effectiveness, efficiency, and success of these programs as a department head.

**SUPERVISION RECEIVED AND EXERCISED:**

Operates under the direct supervision and general direction of the Executive Director, with significant independence.

Provides direct and indirect supervision to assigned professional, technical, and clerical personnel.

**ESSENTIAL JOB FUNCTIONS:** Duties include, but are not limited to, the following:

- Implement recommendations to develop affordable rental housing; prepare conventional housing and modernization programs, including requests for funding and budgets for submission to Housing and Urban Development (HUD) and other private sources.
- Establish and maintain liaison, as the Authority representative, with professional staff architects, HUD representatives, County Planning Department, appraisers, engineers, construction supervisors, and other included in the implementation of projects.

- Approve all preliminary and final drawings and specification prepared by professional consultants.
- Prepare progress reports on all conventional housing and modernization work; receive submittals and approve subcontractors' requests for payment, including preparation of final payment documents; may propose or concur on change orders as they become necessary.
- Review daily construction reports; prepare work writes-ups, specifications, and estimates of building construction; visit projects to inspect work-in-progress, and verify that contract requirements are in compliance. Conduct inspection tours for HUD representative.
- Prepare documents involved in those rehabilitation, construction and alteration projects being undertaken by the Authority. In addition, prepares those documents relating to purchase of equipment for projects, as well as invitation to bid and awards for both HUD and Board approval.
- Assist with the Authority's in-house maintenance program by advising on material to be used and by reviewing problems with maintenance and management personnel.
- Supervise the preparation of monthly activities and status reports.
- Respond to and resolve issues pertaining to department programs. Advise Executive Director, in a timely manner, on necessary actions, problems or requirements.
- Serve as a policy and program advisor to the Executive Director regarding management and operations issues and other Authority-wide matters.
- Review and prepare draft Authority comments on proposed Federal, State and local regulations and their prospective impact on department and authority programs. Suggest alternative courses of action, as applicable.
- Develop and maintain departmental policies and procedures. Assist in the development of Authority policies and procedures implementing Federal, State, and local directives and statutes and other Authority programs; and, as applicable, procedures for department activities and programs.
- Maintain adequate monitoring and reporting systems to ensure the adequacy, quality, and timeliness of departmental work. Hold and conduct regular staff meetings, to include the communication of and training in Authority policies.
- Responsible for departmental employee training, motivation, supervision, and evaluation. Recommend salary increases and take disciplinary action as necessary and authorized. Approve leave requests and time cards.
- Participate in the selection of department staff. Delegate duties to subordinates.
- Make verbal reports and presentations to the Board of Commissioners and other bodies. Prepare resolutions for Commission review and approval.
- Collaborate with peers and others in developing innovative solutions to problems in developing and maintaining affordable rental housing

**OTHER JOB FUNCTIONS:**

- May represent the Authority at public meetings and conferences.
- May act as an Authority hearing officer.
- Perform related duties as assigned.

**SPECIAL REQUIREMENTS:**

Knowledge of – Principles and techniques associated with the management of programs for developing and modernizing affordable rental housing. Rental housing design, construction and financing; federal and state rental housing and rehabilitation programs; processes, cost development, methods, regulations and financing of rental housing; Federal, State and local building procedures, building and safety codes which apply to rental housing construction and rehabilitation. The standards used in grading workmanship and materials used in building construction work; design requirements of various housing levels. Principles and practices of budget development and administration, and personnel practices, supervision and training and administration. Public housing laws, program and agency rules, regulations, standards and programs, and the local housing market.

Ability to – Plan, organize, direct, and coordinate work in a manner conducive to full performance and high staff morale. Effectively train, supervise and evaluate subordinates. Maintain confidentiality. Develop feasible public-private affordable rental housing developments. Read and interpret building plans and blueprints; establish and maintain effective working relationships with cooperating agencies, private sector organizations, and the public. Analyze and identify problems and recommend solutions in support of authority goals. Devise and implement innovative approaches to maximize organizational efficiency and responsiveness. Collect and analyze data, draw conclusions and prepare clear, concise recommendations and reports. Communicate complex ideas clearly and effectively both verbally and in writing, and speak effectively before groups. Prepare and work within established operating budgets. Operate a personal computer using various Windows-based applications programs.

Licenses and Certificates – None required.

California Driver License - Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority's insurance carrier.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, sit for lengthy periods of time, climb, stretch, bend, and walk over uneven ground, and operate keyboard equipment. A majority of work is conducted in a standard indoor environment.

Other – Provide and annual Statement of Economic Interest

- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.
- Will be required to take a pre-employment physical examination.
- Be bondable.

**MINIMUM QUALIFICATIONS:**

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:

Experience – Five (5) years of increasingly responsible experience in publicly assisted housing in an administrative and/or technical capacity involving housing development, rehabilitation, or modernization; or in the private sector, housing project development, and house building and implementation of federal, state, and local laws, regulations, and related directives. Two years of supervisory experience is required.

Education – Possess a Bachelor’s Degree from an accredited college or university with a major in architecture, civil engineering, urban studies, regional planning, or a related field. Experience of the type indicated may be substituted for the required education on a year-for-year basis, up to a maximum of three years. Possession of a Master’s Degree from an accredited college or university in one of the related fields may be substituted for one year of required experience. There shall be no substitution for the supervisory experience.

