



PARK CITY MUNICIPAL CORPORATION
invites applications for the position of:

Housing Manager

SALARY: \$54,905.63 - \$80,953.82 Annually

OPENING DATE: 05/09/17

CLOSING DATE: Continuous

DESCRIPTION:

Under the general direction of the Community Development Director, and as a member of the Community Development Team, develops and implements programs and projects to maintain and increase affordable housing opportunities in Park City and other special projects as assigned.

EXAMPLES OF JOB DUTIES:

- Manages and oversees the administrative and daily operations of affordable housing ownership, rental, and development programs in partnership with non-profit organizations and for-profit developers ensuring compliance with local, state, and federal policies and regulations.
- Supervises employees and acts as project team leader on special projects as assigned by the Community Development Director.
- Provides leadership and implementation on and of housing related strategic goals, long-range master plans, planning policy issues and other department functions.
- Analyzes and provides technical and professional assistance on new real estate development and re-development proposals and programs with respect to their possible impact on housing and economic development within the city.
- Manages contracts, contractors, grants, and/or other housing funding sources; approves and monitors associated budget expenditures.
- Prepares and presents oral and written reports containing conclusions and recommendations to the City Council, Planning Commission, and other city bodies and community groups.
- Initiates, proposes, and implements new affordable housing development projects in the City in collaboration with other city departments, consultants, and developers/contractors.
- Provides technical and professional coordination and leadership in the execution of day-to-day housing programs and project activities.
- Conducts research and analysis for proposed housing development projects within the Redevelopment Agency boundaries.
- Update the City's Affordable Housing Resolution and Affordable Housing Needs Assessment.
- Monitors the Affordable Housing CIP budget and makes recommendations on use of funds.
- Develops and monitors affordable housing requirements in development agreements including performing annual compliance reviews. Maintains records regarding status of projects, compliance with deed restrictions and demographics of residents.
- Maintains confidentiality of all privileged information
- Contributes to a team effort and accomplishes related results as required.
- Other duties as assigned or directed.

EXPERIENCE AND QUALIFICATIONS:

Required:

- Master's degree from an accredited college or university in planning, real estate, construction management or closely related field.
- Five years of progressively responsible housing planning, finance and/or development experience.
- Three years supervisory experience across all years of job related experience.
- Computer literacy in Microsoft Office software

Preferred:

- Demonstrated experience in affordable housing design, development, financing and construction.
- Demonstrated success in grant writing and donor fund raising for affordable housing and community development projects.
- Experience in property management, real estate development, and managing affordable housing development programs.

OTHER INFORMATION:

- Knowledge of land development, city planning, design, construction, proposal solicitation, contracting, and affordability programs and controls.
- Knowledge of economics, financial analysis, and major sources and methods of affordable housing budgeting and financing.
- Knowledge of contracts and grants preparation and management.
- Knowledge of project management principles and practices and permitting processes.
- Knowledge of supervisory techniques.
- Skill in real estate development, real estate financing, federal housing programs and housing development project management.
- Skill in residential and mixed –use real estate development, real estate financing, and housing development project management.
- Skill in customer and community relationships, building confidence and respect.
- Skill in evaluating, planning, assigning, directing, coordinating and administration of housing programs.
- Skill in organizing and presenting information clearly and concisely, both orally and in writing.
- Skill in the use of personal computers and related software applications, such as spreadsheets, database programs, project management software and office automation.
- Ability to speak effectively in public.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to work under pressure with interruptions and challenging deadlines.
- Ability to gather data, compile information and prepare reports.
- Ability to provide technical coordination and management of development projects from concept through completion.
- Ability to develop and maintain recordkeeping systems and procedures.
- Ability to prepare and present presentations.
- Ability to communicate effectively both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to work collaboratively in a self-managed team environment
- Ability to obtain City NIMS certifications

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.parkcity.org>

Position #2017-00164
HOUSING MANAGER
JC

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