



Job Description

Job Title: Project Manager
Department: Multi-Family
Reports to: Multi-Family Director
FLSA Classification: Non-exempt
Supervises: N/A
Created / Updated: January 2023

POSITION OVERVIEW

The Project Manager is responsible for a full range of development activities for production of multi-family affordable housing projects, from site selection/acquisition to funding procurement, through construction and into final leasing and loan closing. The Project Manager must be able to work independently and successfully manage multiple priorities and projects simultaneously. This position requires a high degree of initiative, substantial experience in structuring multi-layered financing, including tax credit equity, as well as an understanding of planning and physical design, and the construction process.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Initiates and evaluates new development opportunities. Analyze potential project sites and negotiates acquisition.
- Gather and analyze data for feasibility and market analysis.
- Develop budgets and financing plans, and schedules and pro-formas.
- Secure and close all public and private predevelopment, construction, and permanent financing needed to complete development projects.
- Manage the negotiation with lenders, investors, sellers, architects, contractors and consultants on legal agreements, loan documents and contracts with input from the Development Director.
- Comprehend and comply with federal, state and local regulations.
- Prepare and administrate proposals and contracts.
- Act as a representative for CVHC before public agencies and community organizations.
- Assist in procurement and supervision of consultants and contractors.
- Effectively reconcile and analyze construction budgets and schedules.
- Manage the entitlement approval process to ensure complete and timely submissions and obtain project approvals consistent with the development schedule as well as from other applicable state and federal regulatory agencies
- Provides periodic project activity reports.
- Performs outreach duties and public relations work as needed; attend neighborhood and community meetings; acts as liaison between CVHC its consultants, vendors, partners and the community.

- Manage the construction process including but not limited to reviewing and processing pay applications, attending construction meetings, reviewing change orders, managing consultants to ensure timely response to requests for information, ensuring punch list items are addressed.
- Projects a positive and professional image.
- Leadership - Maintains a positive, upbeat role in the Company. Promotes and exemplifies Company values and represents departmental objectives and interests to internal and external customers.
- Develops and promotes teamwork and cooperation among fellow employees and managers. Shows an appropriate sense of urgency in completing work and addressing the needs of others.
- Incumbent must be flexible to changing policies and procedures, as well as varying deadlines.
- Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- A BA degree from an accredited university/college; or equivalent combination of education and proven experience in the development of housing projects.

Required Technical Skills

- Working knowledge of computers, and most commonly used business software to include, Microsoft Word, Excel, Outlook, and PowerPoint.

Required Licenses/Certifications

- Valid California Driver's license; and proof of auto insurance
- Since driving a vehicle during the scope of employment is necessary, a clear Motor Vehicle Record is required. Updated MVR's may be periodically collected.

Other Skills and Abilities

- Excellent written and verbal communication required.
- Ability to effectively present information and communicate with public officials and regulatory agency staff representing CVHC's interest in a professional manner.
- Ability to generate financial feasibility reports, cash flows and proformas.
- Technical knowledge of, and significant and varied experience with the legal, financial, and physical mechanism by which affordable housing is developed.
- Knowledge of local, state, and federal housing/community development programs and regulations.
- Excellent project management skills.
- Strong interest in serving the needs of low-income individuals.

- Ability to solve practical problems and deal with a variety of variables.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to multi-task, prioritize and meet deadlines.

PHYSICAL DEMANDS

The physical demands described on the attached “Physical Demands of Position” chart are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See attached “*Physical Demands of the Position*”.

CONFIDENTIAL OPERATIONS OF CVHC:

- This position will have access to the general contractors certified payroll reports.

COMPANY FUNDS

- This position has no access to company funds

SAFETY

- Candidate is required to comply with established safety work practices and attend all safety-related training provided or made available by CVHC.
- Candidate is required, at the direction of the Director of Multi-Family Housing, to attend any CVHC sponsored or conducted Training Sessions

Equal Opportunity Employer

Project Manager	Wage Range	Non-Exempt Status
Step 17	\$26.8743 / per hour	
Step 22	\$34.2992 / per hour	

ACKNOWLEDGEMENT

I have been given a copy of this position description. I understand that I may be asked to perform job tasks and duties not listed in the description and that my supervisor may change the description at any time, according to Company needs.

<i>Signed - Employee</i>	<i>Date:</i>
<i>Signed – Supervisor</i>	<i>Date:</i>

cc: Supervisor, Personnel File

Approvals: Dept Dir [] HR [] Ex. Dir [] REV. January 2023

PHYSICAL DEMANDS OF POSITION

Job Title: Project Manager I Date: [Click here to enter a date.](#)

How many hours are worked per day? 8 hours

When completing this form, look at the job from a typical/average workday perspective.

PHYSICAL ACTIVITY	Percentage Time Designation			
	Rarely <1%	Occasionally 1-33%	Frequently 34-66%	Continuously 67-100%
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms over shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hand and arms over head	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i.e., Position requires standing 1/3 of the time.

Does this job require that weight be lifted, or force be exerted? If so, how much and how often?

WEIGHT	Percentage Time Designation			
	Rarely <1%	Occasionally 1-33%	Frequently 34%-66%	Continuously 67%-100%
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i.e., Position requires lifting 1/3 of the time up to 10 pounds.

Does this job have any special vision requirements? Check all that apply.

- Close Vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

List specific job duties that require the physical demands selected above: