

Job Description

Job Title: Development Specialist
Job #: PD1
Department: PLANNING AND DEVELOPMENT
Reports To: Director of Planning and Development
FLSA Status: Exempt
Approved Date: 2021

JOB SUMMARY

The Development Specialist supports the Planning and Development Department of the Housing Authority of Kansas City, Missouri (HAKC) in fulfilling the following goals:

- The creation and preservation of affordable housing including public housing and project-based Housing Choice Vouchers (HCV or Section 8).
- The planning and development of new programs to create or preserve high quality affordable housing and supportive services for residents.
- Analysis and development of agency policies and plans in support of Authority's mission of providing housing opportunities and supportive services for low-income families in Kansas City, Missouri.

ESSENTIAL FUNCTIONS

Essential Duties and Responsibilities

The duties listed below illustrate of the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position. Undertakes and performs the following and all other work-related duties as assigned.

1. Leading of planning and development projects as assigned.
2. Research and analysis of issues in the development of affordable housing. These issues may include project financing, demographics, zoning, property management, supportive services, and government regulations and approvals.
3. Grant preparation, management and reporting.

4. Preparation and supervision of project/grant budgets according to Authority and HUD requirements. Budget analysis and forecasting, and preparation of budget revision requests.
5. Preparation of requests for proposals or qualifications (RFP or RFQ), and supervision of contracts with planners, developers, architects, attorneys and other professionals.
6. Monitoring and processing of contractor accounts payable.
7. Project coordination with other Authority departments, resident leaders, and leaders in the communities where Authority developments are located.
8. Preparation and delivery of presentation at public meetings.
9. Preparation and analysis of real estate development and operating budgets.
10. Preparation of periodic project status and budget reports, and other reports to the Authority's Board of Commissioners, community partners, and funding agencies as assigned.
11. Leading interdepartmental and inter-agency projects.

SUPERVISORY RESPONSIBILITIES

The employee receives directions from the Director of Planning and Development. The employee initiates and follows through on routine activities without supervisory direction. Assignment, deadlines, priorities, and objectives are established by the Director of Planning and Development. Problems or situations not covered by instructions are either dealt with independently or in consultation with the supervisor. The employee's work is spot-checked for compliance with procedures and attainment of objectives. The employee has no supervisory duties.

QUALIFICATIONS AND COMPETENCIES

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind. Recognizes work colleagues as customers.

Effective Communication: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Job Competencies

1. Demonstrated ability to bring projects to completion on schedule and within budget.
2. Ability to coordinate the input of multiple community groups and the work of professionals to develop and finance projects.
3. Effectively addresses issues and roadblocks to successful completion.
4. Responsiveness to the requirements of project team members, sponsors, and funders.
5. Strong interpersonal, public speaking and written communication skills are essential.
6. Ability to lead meetings, direct project professionals, and motivate key players.
7. Ability to write effective reports, business correspondence, and policy and procedures.
8. Ability to work in a multi-cultural setting and treat project partners, contractors and public housing and Section 8 clients with respect and courtesy.

9. Ability to read and analyze government regulations, technical reports, real estate and legal documents, market studies, and financial feasibility analyses.
10. Ability to assess challenging situations and develop a reasonable course of action based on project goals, professional standards, and the input of other staff and community partners.

EDUCATION AND EXPERIENCE

Advanced degree in Urban Planning, Public Administration, Business Administration or a related field. A minimum of five (5) years' experience in urban planning, real estate development, low-income housing development, community and economic development, or related field. Knowledge of public housing and/or other Department of Housing and Urban Development programs, real estate and housing finance, and community development practices.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Incumbent(s) must be able to meet the physical requirements of the classification and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office environment with frequent travel to local meetings. The incumbent frequently uses standard office equipment including personal computers, telephone and related equipment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Office environment. The noise level in the work environment is moderate.

CONTACTS

The Development Specialist has contact with a broad range of individuals including coworkers, business firms, attorneys, architects, engineers, consultants, contractors, residents, public officials, non-profit agencies, and the general public. Personal contacts serve multiple purposes including giving or gaining information, supervising development professionals such as architects, planning, coordinating, and advising motivating, influencing, directing persons or groups, negotiating, and making decisions.

In some instances, contacts may express differences of opinion and the employee is called upon to gain cooperation through discussion and persuasion.

OTHER REQUIREMENTS

1. Must possess a valid driver's license.
2. May be required to periodically work an unusual work schedule including evening or weekend meetings and some overtime.
3. Must work with the highest degree of confidentiality.
4. Must be available for occasional overnight travel for training.
5. Must pass employment drug screening & criminal background check.

The Housing Authority of Kansas City, Missouri is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Housing Authority of Kansas City, Missouri is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE