



Job Announcement

Position: Housing and Community Development Director	Department: Administration
Location: Hughesville, MD	Employment Status: Full-Time
FLSA: Exempt	Compensation: \$69,297.00 to \$92,186.00 depending on qualifications and experience
Weeks Worked: 52	Work Per Week: 40 – [Monday – Friday]
Opening Date: February 23, 2018	Closing Date: Until Filled

Applications Accepted By: Mail and Online

Mail to: SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	On line at: www.smtccac.org
Required Documents: <u>The following documents are required based on job:</u> In addition to your application and resume please provide a copy of your high school diploma, degree and/or a copy of your college transcripts. Applications and Documents submitted with missing information will not be considered. Do not send application's via Fax.	

Job Description:

Responsible for the planning, development, implementation and monitoring private Affordable Housing Development in Southern Maryland. Oversees the day-to-day operations of existing housing and community development related services including housing assistance and counseling, multi-family rental and scattered sights. This person is directly responsible to the Vice President.

Qualifications/Requirements:

Bachelor's Degree in Urban and Regional Planning, Real Estate Development, Civil Engineering, Public Administration or related field and five (5) years of successful experience with Urban Planning & Development and construction projects valued at over \$6 million, preferably with 501-C-3 Affordable/Workforce Housing. However, in lieu of degree, seven (7) years of equivalent relevant experience and training may be substituted for the degree.

Full working knowledge in financial oversight of all projects including but not limited to overseeing rent revenue, securing funds from Federal, State, Local level, foundations and philanthropist; Demonstrated writing skills prepare financing applications with the ability to create and sustain 20 years + Proforma, tax credits, PILIOT, and departmental budgets. Experience and a working knowledge of USDA Rural Development is a plus. Community Development Certification required within one (1) year of employment. Ability to plan, organize and prioritize assignments to independently meet deadlines and complete tasks in an accurate manner, under pressure of constant interruption. Demonstrated ability to analyze problems/issues, gather data and information, evaluate and recommend alternative solutions, or effect solutions with a tolerance for ambiguity and change, when necessary. Skills and proficiency using Microsoft Word, Excel Spreadsheets, Outlook, or other software applications to retrieve data, create spreadsheets, and reports.

Communication Skills: Communicates effectively, appropriately, and professionally in written and verbal formats with coworkers, supervisors, customers, and vendors. Clearly demonstrated team-building skills to establish and maintain good working relationships with colleagues, and staff, with an emphasis on tact, diplomacy, flexibility, collaboration, professionalism, and discretion. Knowledge of

budget planning, preparation, and administration to make realistic, equitable fiscal decisions, present and defend budget concerns persuasively, and prepare detailed budget reports. Must maintain confidentiality at all times.

Responsibilities and Duties:

Identify sites suitable for affordable housing development.

- In consultation with other housing staff, establish a schedule for production of finished lots and multi-family sites.
- Establish criteria for acceptable sites.
- Find available sites through contact with Realtors, direct approach to land owners, approaches to financial institutions, and other possible sources of land.

Obtain financing for pre-development costs and site purchase.

- Identify sources of financing for pre-development costs and site purchase.
- Prepare applications for financing.
- Maintain contact with financing agency representatives and respond to requests for documentation and reporting.

Obtain approvals for housing development.

- Learn regulations for site approval and permits including the following types of requirements: zoning, subdivision, critical areas and wetlands, road design, water and sewer allocation, percolation testing, storm water management, sediment control.
- Establish contact with appropriate officials to facilitate the approval process.
- Coordinate submission of plans with the project engineer.
- Monitor the approval process.

Obtain approvals for project financing.

- Develop proforma to establish financial feasibility and cash flow.
- Obtain market study and appraisal.
- Submit applications to appropriate finance agencies.
- Negotiate financing package.
- Follow-up required documentation and reporting.

Assemble project development team.

- Select architect, engineer, and site development contractor.
- Negotiate contracts.

Manage all phases of housing related project development

- Develop schedule with development team.
- Monitor site development activities.
- Coordinate inspections.
- Supervise disbursement of funds.

Oversees all rental units to ensure proper rental management, and collection of funds

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