



# JOB ANNOUNCEMENT

Housing Authority of New Orleans

**POSITION TITLE:** Senior Project Manager  
**DEPARTMENT:** Development & Modernization  
**DATE POSTED:** 12/03/2021  
**CLOSING DATE:** Until Filled  
**FLSA CLASS:** Exempt  
**SALARY RANGE:** PAY Grade G32  
\$72,601-\$89,290 (Annually)  
\$34.90-\$42.93 (Hourly)

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## SUMMARY

Under the supervision of the Director of Development & Modernization, or an assigned designee, the Senior Project Manager will provide a broad range of managerial, technical, and administrative functions in support of the Development and Modernization Department. This position may also direct consultants and/or subordinate staff which could include Project Managers and/or other personnel assigned to specific development projects and/or tasks. The Senior Project Manager will also be responsible for assisting the Director with the administrative and technical functions within the department.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

### Development and Modernization

#### **Project Management**

Manages partners, consultants, contractors, vendors, suppliers and/or agency personnel by assigning tasks and communicating expected deliverables, while using industry best practices, techniques and standards throughout project execution. Specific duties may include:

- Monitors and documents progress of self-developed projects and projects developed by third-party developers, ensuring all assigned and/or awarded projects are executed in accordance with HANO means and methods to achieve quality project completion, on time, and within budget.
- Manages projects developed by third party developers and/or development partners who are required to meet HUD, State and/or local compliance processes such as environmental assessments, acquisition, demolition or disposition plans, Project Based Section 8 due diligence, and other processes and procedures required by HUD and other regulatory agencies.

- Coordinates internal resources and third-parties for smooth execution of project schedules, vendor payments, project inspections and compliance and team performance.
- Prepares funding applications for HANO self-developed project and/or managing grants and/or loans received in support of the redevelopment of HANO's housing portfolio.
- Facilitates project meetings and ensuring that comprehensive meeting minutes, action item lists, and schedules are prepared and distributed following each meeting.
- Conducts routine on-site reviews of construction projects and preparing status reports.
- Prepares and maintaining organized project files with appropriate documentation.
- Prepares routine executive reports on assigned projects or departmental matters.
- Submits project reports to Director as required. Monthly reports should include a staff monitoring and compliance schedule, development schedule and budget and reports on meetings attended at a minimum.
- May be required to initiate mentoring, training, and skills development of subordinate staff.
- Other relations tasks as assigned.

### **Project Planning**

Determines and defines project scopes, plans, budgets, objectives, schedules and work plans, some of which may include:

- Participates in long and short-term planning of HANO properties, including project planning and funding, design, and/or construction activities; project scheduling; project budgeting; project reporting; project compliance and contract implementation.
- Defines, develops and/or reviews project scopes and objectives, courses of action with realistic objectives and time frames for HANO projects and/or those involving stakeholders to ensure technical feasibility.
- Develops and/or reviews documentation related to project planning, construction,/rehab and management to ensure quality control and compliance with contract, funding requirements and resource availability and allocation.
- Manages and/or implements department procedures in accordance with the HUD Federal Labor Standard Requirements for HUD Programs.
- Analyzes developer and contractor proposals.
- Facilitates project meetings to ensure schedules are prepared and met, follow-up on action items, and preparing an/or distributing comprehensive meeting minutes after all project meetings.
- Secures and manages third-party contracts, such as but not limited to title searches, appraisals, market studies, and architecture and engineering services as needed for project development.
- Other related tasks as assigned.

### **Time Management**

Develops and manages detailed project schedules and work plans to monitor progress, make needed adjustments and measure performance, some of which may include:

- Prioritizes and manages multiple projects simultaneously with appropriate follow-up to ensure that all projects are delivered on-time, within scope and within budget.
- Performing updates and revisions to scheduling tools and modifying project templates as needed.
- Meeting all output goals in an expeditious and accurate manner.
- Other related tasks as assigned.

## Resource Management

Determines and manages resources needed to reach goals and objectives, efficiently and effectively, including preparation of budgets and resource requirements. Specific tasks may include:

- Identifies funding sources and preparing and submitting financing applications for self-developed or modernization projects.
- Works with senior staff to prepare and maintain budgets based on work scope and resource requirements, track project costs, and schedule controls for projects to meet budgetary objectives and make adjustments to project constraints based on financial analysis.
- Other related tasks as assigned.

## Stakeholder Management

Maintain consistent communications with senior staff, in-house and third-party development and management teams, residents and/or other public and private stakeholders, some of which may include:

- Builds relationships developers, vendors, contractors, suppliers and third-party managers to ensure the smooth progress of all projects.
- Builds relationships with various public and private stakeholders in support of development activities by providing project updates regarding strategy, adjustments and progress.
- Collects feedback from stakeholders and performing appropriate follow-up, if any.
- Other related tasks as assigned.

## Risk Management

Determines potential risks and establish a plan of action should they occur to minimize project delays, budget overruns and adverse public perception. Specific duties may include:

- Ensures all mixed finance development projects are executed in accordance with the HUD Mixed-Finance, CNI and/or LHC requirements as well as other financial institution requirements.
- Identifies problems accurately and recommending and/or implementing effective solutions with proper documentation of analysis and results.
- Works with the development and modernization team to ensure required HANO policies, administrative processes and procedures are met.
- Assist with developing and evaluating courses of action and time frames to resolve project issues as they arise.
- Participates in construction quality assurance processes, including inspections, materials sampling and testing for compliance with project specifications.
- Performs value engineering functions to ensure construction costs and/or materials are in line with estimates, plans, and specifications.
- Other related tasks as assigned.

## Reporting and Documentation

Communicates with team and stakeholders by producing documentation that can be used to plan similar projects in the future. Specific duties may include:

- Performs administrative support services on behalf of the team, including but not limited to preparing, submitting and implementing demolition and disposition plans, preparing and submitting SAC demolition and disposition requests for approval, preparation and submission of Environmental Review Requests.

- Tracks departmental reporting, including Section 3, DBE/WBE and Davis Bacon updates and assist in the preparation of updates.
- Audits Davis Bacon payrolls collected from contractors via LCP Tracker and similar Davis-Bacon compliance software or traditional hard copy payrolls.
- Assist with the review and submission of reports prepared by other departments required by HUD.
- Assist with project specific administrative duties such as preparing resolutions, presentation materials, executive reports.
- Other related tasks as assigned.

## General

- Attends HANO committee and board meetings; attends public and community stakeholder meetings as necessary.
- Performs other relevant duties as assigned.

## BEHAVIORAL COMPETENCIES

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

Problem Solving: Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with sensitive topics and/or irate customers.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; Manages difficult or sensitive customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance.

Interpersonal Skills: Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting.

Teamwork: Balances team and individual responsibilities; Contributes to building a positive team spirit; Puts success of team above own interests.

Professionalism: Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.

## 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.

### **Job Competencies**

- Working knowledge of Low-Income Housing Tax Credit (LIHTC) Program;
- Proven ability to coordinate, develop and manage small and large development projects;
- Ability to effectively manage multiple demands and coordinate multiple parties;
- Ability to solve problems creatively and a vision to seek out areas where greater contributions can be made to the department;
- Excellent analytical skills and preparing high-quality written analytical and project reports;

- Strong individual producer requiring minimal direction and oversight;
- Proficient at developing and updating project schedules, including the use of appropriate scheduling software as necessary;
- Ability to promptly acquire in-depth knowledge of HANO and HUD guidelines, policies and procedures, including the federal procurement process;
- Competent in research and analysis;
- Strong ability to develop and manage budgets;
- Able to work effectively independently and in groups;
- Able to interview, teach, train and manage subordinate staff;
- Understanding of federal procurement requirements and strategies;
- Strong personal organizational and planning, written and verbal communication skills;
- Able to develop positive working relationships and coordinate with co-workers, executive management, and service providers;
- Competent at expediting issue resolution with various internal and /or external parties;
- Flexible as to work environment and assigned tasks.

### ***Education and/or Experience***

A Bachelor's degree from an accredited college or university with a major in Architecture, Urban and Regional Planning, Finance, Engineering, or other related technical field and generally eight (8) years to twelve (12) of progressive experience in the project development/construction fields. Specific experience in Choice Neighborhood Initiative (CNI) and mixed-financed developments, LIHTC program, construction means and methods, multifamily housing, single family housing, infrastructure design and construction projects, and federal procurement is highly desirable. Professional registration and/or a Master's degree in a related field is preferred.

### ***Technical Skills***

Proficient with personal computers and PC based software such as Microsoft Word, Excel, Project, PowerPoint.

### **PHYSICAL DEMANDS**

The physical demands described here 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.

While work is principally sedentary but involves some physical exertion during on-site visits with Property Management Staff, residents or staff members, inspections of HANO properties, construction sites, and facilities. Physical demands may include bending, stooping, bending, and standing, walking at construction sites, climbing ladders, and exposure to outside elements.

Work involves the normal risks or discomfort associated with an office environment and is usually in an adequately heated, lighted, and ventilated area. From time to time, work involves visits to HANO properties, sites, dwellings or facilities, inspections of structures, confrontations with residents or employees, and contractor personnel.

Work is primarily with the use of a computer, reading and preparing documents, and meeting deadlines. The employee may occasionally lift and/or move up to 25 pounds.

**EEO POLICY STATEMENT**

HANO provides equal employment opportunity to all individuals regardless of race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, religion, physical or mental disability, sex (including pregnancy, childbirth, or related medical conditions), gender identity, or gender expression results of genetic testing, or service in the military or veteran status or any other status protected under applicable federal, state or local law. Discrimination of any type will not be tolerated.

