

Greenwich Housing Authority

TITLE Manager of Development – 3-5 years of experience.
 Director of Development – 5+ years of experience.

OBJECTIVE

Under the general direction of the Executive Director, the Director of Development is a salaried and exempt position to initiate and direct new construction and capital maintenance activity and coordinate with the Director of Maintenance for routine and non-capital maintenance for all the facilities owned and operated by the housing authority. This position has been filled by a professional engineer and preference will be given to applicants who are qualified engineers or architects.

JOB FUNCTIONS AND RESPONSIBILITIES

1. Develop criteria for selecting design professionals and construction contractors. Recommend selection of design professionals and contractors based on qualifications and bidding processes to the Executive Director. Develop guidelines for bidding of work. Obtain multiple bids as required by state and federal procurement laws.
2. Develop strategic schedules and budgets for all construction and facility related activities. Maintain and update schedules and budgets throughout projects. Direct and achieve compliance by contractors with approved schedules and budgets. Diligently oversee expenditures; compare on ongoing basis with expenses versus alternative providers, against prior periods and against budgets. Review and approve all invoices and costs for all design, construction, remodel and maintenance activity.
3. Maintain and update schedules and budgets throughout projects.
4. Achieve approved schedules and budgets.
5. Coordinate all activities with responsibility to the Executive Director for completion of development projects on time and within budget.
6. Communicate status of all projects to stakeholders. Anticipate dependencies on all projects and communicate same as needed.
7. Maintain knowledge of best practices in construction and maintenance methods, including energy conservation.
8. Anticipate interruptions resulting from construction projects and minimize impact on operations and thoroughly communicate throughout process.

9. Coordinates with Director of Maintenance to maintain schedule for program maintenance; works with the Director of Maintenance to ensure that maintenance staff are fully utilized on priority activity.
10. Develop knowledge of landlord-tenant and regulatory requirements for maintenance of facilities. Ensure compliance of same. Promptly address complaints.
11. Works with the community development office and other agencies as directed by Executive Director to secure funding and report on progress of projects funded from such outside offices.
12. Utilities skills as a PE or Architect to develop, plan and execute projects in the most efficient, economical and timely fashion.
13. Possess some understanding of HUD's Capital Fund Process and State of Connecticut Capital Fund process.
14. Experience with new multi-family construction, would be helpful.

PHYSICAL REQUIREMENTS

Must be able to drive. Must climb into enclosed spaces or onto high spaces such as roofs.

SKILLS AND EDUCATION

College degree or higher, with emphasis on Physical Engineering or Architecture. Five to ten years experience in construction, facility maintenance or similar work. Experience managing third party contractors. Must be a self-starter and have excellent written and oral communication skills. Knowledge of basic Office Suite software (Excel, etc.). Salary is commensurate with experience and professional qualifications.

Submit resume with cover letter including current salary no later than Thursday, April 30, 2009 to Anthony L. Johnson, Executive Director, Greenwich Housing Authority, 249 Milbank Avenue, Greenwich, CT 06830, e-mail: ajohnson@greenwichhousing.org (Equal Opportunity Employer).