



CITY OF ANN ARBOR, MICHIGAN
POSITION DESCRIPTION

Director of Housing and Economic Development

Job Code: 404850	
Service Area: Housing Commission	
Service Unit: Housing Commission	
Salary Grade (Non-Union): 12	Pay Scale (Union): N/A CP: No
Exemption Status: Exempt	
Accountable To: Executive Director	
Union/Non-Union: Non-Union	
Union Name: N/A	
Essential Driver: No	
Telecommuting Eligible: Hybrid	
Responsible for supervising the following positions: Construction Project Manager, Project Coordinator	
Description Prepared By Jennifer Hall, Executive Director 10/19/2022 HR Review – DB, CL, EAJ 12/2/2022	

Date Job Description Finalized

12/2/2022

Role Summary

The Director of Housing and Economic Development is responsible for building and leading a development team and assuming responsibility for the successful completion of development projects from inception through financing, construction completion and lease-up/sales.

Responsible for creating a vision and implementing strategies to maximize the impact of the City affordable housing millage, while ensuring community and mission-driven goals are met, including a focus on long-term sustainability, meeting appropriate development standards, and maintaining the values of the organization. Depending on the size and complexity of the development project, the AAHC may contract with a private developer, consultants and other professionals to work with the Director of Housing and Economic Development on development projects.

Duties

Duties are performed under the direct supervision of the Ann Arbor Housing Commission Executive Director, or designee, and may include the following:

Essential Duties

- Initiate, undertake and oversee real estate development projects. Project management activities can include: site selection, due diligence, land assemblage, acquisition, feasibility analysis, site planning, entitlements, permitting, selection of project team, coordination with project development partners, finance structuring, and construction.
- Obtain and manage financing for projects which could include grants, loans, tax credits and other subsidies. Prepare funding applications and facilitate real estate closings.
- Secure bids for professional services, enter into contracts and supervise performance of project partners such as, developers, general contractors, architects, surveyors, geotech, soils engineers, etc.
- Oversee the Construction Project Manager and facilitate the construction draw process including preparation of draw requests. Collaborate with the Finance department and accounting firms regarding cost certifications, and lead project closeout reporting.
- Cultivate relationships within the affordable housing and aligned industries to enhance overall agency capacity and partnerships to develop permanent supportive housing, senior housing, and mixed-income housing
- Establish strong, professional relationships with funders, local governments, the design/construction industry, and other partners; attend meetings with state/local organizations.
- Manage development staff and ensure a productive environment with opportunities for their development and professional growth.
- Effectively communicate with the Board and Executive Director, keeping them apprised of project process, issues as they may arise, and opportunities to enhance community engagement as related to the project or agency.
- Communicates with project area stakeholders, keeping them apprised of construction progress and issues as they may arise and address complaints from citizens and others related to development projects.
- Provides support to a variety of boards and commissions on a regular or occasional basis
- Presents plans and design concepts effectively at public meetings
- Speaks at various commission and committee meetings and other public hearings and meetings

Related Work:

- Build upon existing efforts to improve departmental operations, including monitoring and reporting on pipeline and project status/critical issues.
- Maintain a working knowledge of city, county, state, and national policies and activities related to affordable housing development, as well as, a working knowledge of low-income housing tax credit program, state, county, and federal funding sources and related timelines, and funding application requirements.
- Retain working knowledge of land use and zoning processes.
- Responsible for managing regulatory compliance during the development process, including: Section 3, Davis Bacon, Procurement and Uniform Relocation Act
- Prepare, manage and control budgets for all areas of responsibility, as well as, expenditures within them.
- Monitor construction progress and assist with problem-solving for on-site construction management issues, budgets and schedules
- Compile or direct the compilation of data and reports
- Perform other related work as assigned by the Housing Commission

Knowledge of: (position requirements at entry)

- Familiar with state and local land use planning, zoning and entitlement processes
- Basic understanding of procurement related to development including bid documents, contracts, draws, and change orders
- Grant writing and grant management
- Computers and software applications used in business settings (e.g. word processing, spreadsheets), including workflow management software systems
- Outstanding customer service principles and practices
- Budget development and financial practices
- Human resources and cultural competency

Skills and Ability to:(position requirements at entry)

- Creatively and proactively develop new ideas and take bold actions
- Demonstrate well-developed organizational and time management skills
- Demonstrate success in building consensus among parties with conflicting goals
- Provide services to low-income, elderly, homeless and persons with disabilities
- Communicate tactfully and positively with the public and employees
- Solve problems using appropriate tools and techniques
- Use and understand office information technology
- Strong personal and professional integrity and ethics
- Meet deadlines under pressure in a timely and accurate manner

Equipment

Standard office equipment, PC, Fax, Copier, Calculator, Multi-line telephones, motor vehicle and other miscellaneous office equipment.

Education, Training and Experience (position requirements at entry)Required:

- Bachelor's degree
- Minimum of 7 years progressively responsible experience in housing, community and/or economic development

- Minimum of 4 years of supervisory experience
- The City of Ann Arbor, at its discretion, may consider an alternative form of education and experience

Preferred:

- Experience in real estate development in Michigan
- Experience with affordable housing development
- Experience with tax-exempt bond financing, 4% & 9% LIHTC financing
- Experience working in a union environment
- Experience with community outreach

Licensing Requirements (position requirements at entry)

- Have or be able to obtain Housing Development Financing Certification (National Development Council or Equivalent Certification) within 2 years of hire.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Positions in this class typically require: reaching, lifting, grasping and repetitive motions.

Individual must be able to either hear, talk, or see.

Move and lift light objects less than 20 lbs. such as mail, files, and supplies. Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting position for extended periods of time.