

ADMINISTRATIVE PROJECT DIRECTOR (HPD)

General Statement of Duties and Responsibilities

Under executive direction, is responsible for the initiation, development and operation of programs or projects related to urban housing programs; performs related work.

Examples of Typical Tasks

Participates in the formulation of policy pertaining to Agency housing programs; makes recommendations related to policy and procedural changes; translates policy into workable programs; interprets policy.

Confers with other HPD executives to coordinate Agency activities related to preserving and stabilizing the City's housing stock and surrounding neighborhoods.

Directs, coordinates and supervises projects related to urban housing programs; directs staff engaged in developing, analyzing and implementing projects; establishes priorities; reviews and recommends approval or changes of plans, proposals and/or documents prepared by staff; directs the awarding of contracts to private vendors and reviews the monitoring of performance; reviews and makes final decisions on applicants' technical and financial qualifications for participation in HPD programs.

Represents the Agency in difficult and complex negotiations with other public and private organizations on matters pertaining to HPD programs and policies.

Represents the Agency in dealings with tenants, community organizations, private vendors and real estate management firms, and other City, State and Federal agencies on all matters pertaining to urban housing programs under his/her jurisdiction.

ADMINISTRATIVE PROJECT DIRECTOR (HPD) (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of experience in one or more of the following areas: community organization, social work, urban development projects, real estate, public administration, or a related field, of which two years must have been in a field directly related to neighborhood improvement such as housing, community organization, urban renewal or planning, or real estate. A Law Degree or graduate work in an appropriate field may be substituted for up to two years of the general experience required; or
2. Education and/or experience equivalent to "1", including part-time and/or volunteer experience.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.