

PORTSMOUTH

REDEVELOPMENT & HOUSING AUTHORITY

POSITION VACANCY ANNOUNCEMENT

“AN EQUAL OPPORTUNITY EMPLOYER”

ANNOUNCEMENT NUMBER: 12-01

DATE OF VACANCY: January 10, 2012

POSITION TITLE: Community Development Specialist

LOCATION: Main Office

DEPARTMENT: Development

CLOSING DATE FOR PRHA EMPLOYEES: January 12, 2012

DATE POSITION WILL BE OPENED TO THE PUBLIC: Jan 10 – Feb 03

SALARY: \$42,016/YR.

TO APPLY PLEASE CONTACT:

HUMAN RESOURCES

801 WATER STREET - SUITE 200

PORTSMOUTH, VA 23704

(757) 391-2930 FAX - (757) 393-3723

(800) 545-1833 Ext. 869 (TDD ONLY)

Website: www.prha.org

E-mail Address: Prhajobline@Prha.org

GENERAL STATEMENT OF DUTIES:

Under the supervision of the Deputy Executive Director, the Community Development Specialist assists with the coordination and execution of the Authority's federally assisted conservation and redevelopment projects and neighborhood revitalization plans. Coordinates all acquisition or real property and the relocation of families and individuals from the Authority's redevelopment projects. Oversees special projects and programs as assigned.

EXAMPLES OF WORK: (Illustrative Only)

- Works closely with the Deputy Executive Director and Assistant Director of Development on Redevelopment and Conservation Plans in the City of Portsmouth and assists in the preparation of data required under the Authority's redevelopment program.
- Responsible for the Authority's Acquisition and Relocation Programs.
- Responsible for special projects and programs within Redevelopment and Conservation Districts.
- Oversees special projects and does research work.
- Oversees various property improvement loan programs for the Authority.
- Serves as Neighborhood Liaison on behalf of the Authority.
- Participates in research writing, obtaining factual data in the preparation of progress reports, various special reports, PowerPoint presentations, letters, correspondence, contracts, etc.
- Responds to written and verbal requests for information regarding the Authority's redevelopment and conservation projects.
- Responsible for the coordination of survey and appraisal contractors; Orders Surveys and Appraisals procures and maintains Contractor's List.
- Reviews appraisals for factual content including "field checking", physical dimensions of land and improvements, verifying data included in deeds, tax assessments and other documentation related to property ownership and transfer.
- Assists in the coordination of all acquisition activities such as phasing, ordering of title reports and surveys, assigning of appraisals, reviewing appraisals, negotiating with land owners and attending closings.
- Liaison with various entities with regard to legislation directly associated with Authority activities.
- Assists with the preparation of grant applications for federal funding opportunities.
- Makes public presentations and formulates correspondence with regard to development projects.
- Develops and maintains accurate and up-to-date factual information concerning the relocation requirements of project residents.
- Maintains close contact with local realtors, rental agents and other personnel and organizations for the purpose of keeping apprised of potential relocation resources within the City.
- Responsible for HUD Part 58 Environmental Reviews and Compliance to include Section 106 Historic Property Reviews for the Authority's Programs.
- Oversees Performance of Environmental Testing, Inspections, Studies for Authority Development Properties.
- Maintains Authority Property Inventory
- Responsible for the Demolition of properties acquired by the Authority
- Assists in the preparation of reports for submission to HUD concerning the relocation of families and individuals and furnishes requested information to appropriate Authority personnel.
- Job duties, responsibilities, specifications, and other job aspects may be changed as needed; performs other duties as assigned.
- Observes all safety rules and regulations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Must possess a strong working knowledge of federal regulations and redevelopment/conservation plans.
- Ability to collect and analyze data and conduct research.
- Knowledge of the field of real estate, i.e. deeds, titles, title reports, easements, liens, legal descriptions, surveys, methods of conveyance, ownership rights and transfer, and all legal procedures involved.
- Knowledge of land use and zoning.
- Knowledge of state and federal housing programs, federal grant writing and administration.
- Thorough knowledge of all policies, procedures and requirements concerning the relocation of families and individuals from federally assisted project areas.
- Thorough knowledge of all applicable sections of the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970.
- Knowledge of 24CFR Part 58 Federal Environmental Review Procedures.
- Thorough knowledge of the field of real estate is essential.

SPECIAL REQUIREMENTS:

- Excellent verbal and written (write in a clear and concise manner) communication skills are essential and comfortable making presentations before others.
- Computer literacy required in the use of a personal computer and electronic communications
- Skill in human relations necessary to maintain effective working relationships with clients and staff.
- Ability to exercise good judgment, make sound decisions and work independently and ability to multi-tasks.
- Must be detailed oriented in performing and coordinating work activities.
- Possess excellent organizational skills and work well under pressure and time restraints.
- Attends various meetings, conferences, and other functions and must be generally available for occasional after-hour and weekend activities.
- In the event of emergencies, must be accessible, preferably by telephone, by pager or other effective means.
- Promotes a positive image of the Authority by establishing and maintaining to the greatest extent possible a viable and positive working relationship with residents, co-workers, local agencies and all appropriate agencies of the City with which the Authority may come into contact.

PHYSICAL REQUIREMENTS:

- Sufficient manual dexterity to allow operation of a variety of automated office machines, i.e. computer keyboard, copy machine, printer, fax machine, telephone, typewriter, etc.
- Ability to move, carry and/or operate objects and materials such as office supplies, files, computer printouts, reports, calculator, etc.
- Ability to operate an automobile and must be insurable by the Authority's automobile carrier and possess and maintain a valid driver's license issued by the Commonwealth of Virginia throughout duration of employment.

EDUCATION, EXPERIENCE AND TRAINING:

Graduation from a college or university of recognized standing with major work in the field of Urban Planning, Public Administration, Business Administration, Real Estate or related field. Experience in federally assisted programs and development with the Department of Housing and Urban Development (HUD). Computer literacy and excellent verbal and written skills required.

THE PORTSMOUTH REDEVELOPMENT AND HOUSING AUTHORITY RESERVES THE RIGHT TO CLOSE OR WITHDRAW THIS POSITION AT ANY TIME.

For applicants that require special accommodations in order to apply for positions, please contact the Human Resources Department at (757) 391-2930 for assistance.

ALL APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, COLOR, DISABILITY OR NATIONAL ORIGIN.