

# POSITION VACANCY ANNOUNCEMENT

## *AN EQUAL OPPORTUNITY EMPLOYER*

**ANNOUNCEMENT NUMBER: 09-06**

**DATE OF VACANCY: June 19, 2009**

**POSITION TITLE: Assistant Director for Development**

**LOCATION: Main Office**

**DEPARTMENT: Development**

**CLOSING DATE FOR PRHA EMPLOYEES: June 23, 2009**

**DATE POSITION WILL BE OPENED TO THE PUBLIC: June 19 - July 10, 2009**

**SALARY: \$55,016.00**

**TO APPLY, PLEASE CONTACT:**

**HUMAN RESOURCES OFFICE**

**801 WATER STREET-SUITE 200**

**PORTSMOUTH, VA 23704**

**(757) 391-2930**

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

**(757) 393-3723 FAX**

**Website: [www.prha.org](http://www.prha.org)**

**E-mail Address: [Prhajobline@Prha.org](mailto:Prhajobline@Prha.org)**

### **GENERAL STATEMENT OF DUTIES:**

Under the supervision of the Deputy Executive Director, the Assistant Director for Development assists in the coordination and execution of all Authority development projects. Assists with the oversight of all Authority disposition and development activities under the Community Planning and Development Programs.

### **EXAMPLES OF WORK: (Illustrative Only)**

- Assists with the implementation of the Authority's federally aided conservation and redevelopment plans.
- Oversees special projects and conducts research.
- Oversees special grant programs such as the New Markets Tax Credits Program.
- Provides assistance with oversight of all development aspects of the HOPE VI program.
- Assists in the preparation of preliminary feasibility and marketing studies and financial analysis.
- Works closely with prospective developers in marketing Authority properties.
- Serves as liaison with various Departments and Agencies within the City of Portsmouth with regard to Authority development projects.
- Works closely with community representatives in planning and implementing conservation and redevelopment plans.
- Reviews the impact of new Federal, State and local laws and regulations pertaining to the Authority's development activities.
- Prepares reports, letters, contracts and other documents as it relates to the disposition and marketing of Authority owned properties.
- Participates in research writing, obtaining factual data in the preparation of grant applications, progress reports, various special reports, letters, contracts, etc., as these functions relate to the Authority's various development activities.
- Prepares PowerPoint presentations and makes presentations to various civic groups, Planning Commission, City Council, Authority Board of Commissioners, etc.
- Assists in the maintenance of records and statistics for use in reports and speeches.
- Responds to written and verbal requests for information regarding the Authority's redevelopment and conservation programs as it pertains to specific development projects and programs.
- Administers the environmental contracts for the Authority.
- Administers the Authority's New Market Tax Credit Program and Commercial Facade Loan Program.
- Issues Requests for Qualifications and Requests for Proposals for developable sites owned by the Authority.
- Responsible for the review of proposed and ongoing private and public development proposals within the Authority's development project areas.
- Drafts responses to inquiries for the Deputy Executive Director.
- Perform various administrative and technical duties as assigned.
- 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 have a working knowledge of federal grant programs and regulations as it pertains to the Authority.
- Researches grant opportunities for all departments in the Authority.
- Coordinates grant teams and grant applications to be submitted to local, state and federal agencies for funding.
- Must have a working knowledge of all aspects of development and real estate.
- Ability to collect and analyze data, conduct research and an ability to communicate and respond both in writing and verbally.
- Ability to interact with people with tact and sensitivity and exhibit professionalism in all interactions.
- Excellent communication skills, both verbal and in writing, are essential.
- Ability to make presentations concerning redevelopment projects.
- Ability to carry out oral and written instructions.
- Ability to maintain records and extract information from same.
- Must be able to work independently with minimum supervision and exercise sound judgment.
- Ability to handle multiple tasks and possess excellent organizational skills.
- Ability to work well under pressure and with time restraints.
- Computer literacy required.

### **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.

### **SPECIAL REQUIREMENTS:**

- 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.
- Attends various meetings, conferences, and other functions and must be generally available for occasional after-hour and weekend activities.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Graduation from a college or university of recognized standing with major work in real estate development, business administration, finance, public administration, or economics with a minimum five (5) years of progressively responsible experience in a development related field. Excellent verbal and written communication skills are essential.

**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.**