



CITY OF SELMA, ALABAMA
INTERNAL/ EXTERNAL JOB POSTING

The following position is available with the City of Selma. Applications are available in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701. Please contact the Personnel Department at (334) 876-1219 with any questions. Email your resume to: lrutledge@selma-al.gov.

TRANSFER REQUEST, APPLICATIONS AND RESUMES ACCEPTED UNTIL JOB IS FILLED

FRINGE BENEFITS INCLUDE INSURANCE RETIREMENT, HOLIDAYS, PAID VACATION AND SICK LEAVE

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Position: Housing & Development Project Manager
Reports to Director – Planning & Development
Subordinate Staff: None
Department: Planning & Development
Location: 222 Broad Street Selma, Alabama 36701
Status: Regular, Full-time – Grant Funded
Schedule: Monday – Friday
Rate of Pay: Negotiable

Relationships

Internal Contacts: All City Departments and Department Heads

External Contacts: General Public; U.S. Department of Agriculture (USDA), Auburn University, Selma Housing Authority, Selma Community Housing Development Organization (SCHDO), U.S. Department of Housing and Urban Development (HUD), Neighborhood Assistance Corporation of America (NACA), Community Development Block Grant (CDBG) Grant Writers; Various State Agencies; Legislative Contacts; Other Counties and Municipalities; City of Selma Officials; Funding Sources; Financial Institutions; Chamber of Commerce; Utilities Companies; Schools and Local Businesses; Alabama Department of Economic and Community Affairs (ADECA); Local Clubs and Organizations; Various Federal Agencies; Alabama Department of Revenue (ADOR); Media Sources; Alabama Emergency Management Agency (AEMA)

Job Summary

Under the direction of the Director - Planning and Development, the employee provides as array of duties to include oversight and management of housing projects aimed at providing temporary and long-term housing solutions for individuals and families affected by natural disasters and disadvantage. Work closely with government agencies, private developers, non-profit organizations, contractors, and community stakeholders to coordinate the planning, development, and implementation of housing programs and projects.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Project Planning, Coordination, Management.

- Manage the implementation of housing and development programs and projects from conception

to completion, including proposal development, developer recruitment, funder identification and incentive negotiation.

- Develop comprehensive project plans for disaster recovery housing initiatives, outlining objectives, timelines, budgets, and resource requirements.
- Develop and manage projects and funding opportunities to support housing and development initiatives, including grants, donations, and public-private partnerships.
- Identify and secure suitable sites for housing solutions, taking into account factors such as proximity to affected communities, access to services, and environmental considerations.
- Conduct assessments to identify the housing needs and redevelopment areas, including assessing housing damage, identifying suitable housing options, and determining eligibility criteria for assistance.
- Monitor project progress and evaluate outcomes to ensure alignment with development goals.
- Collaborate with internal departments and external stakeholders, developers, businesses, government agencies, and community organizations to identify opportunities for growth and development.

ESSENTIAL FUNCTION: Compliance with USDA Regulations Documentation and Reporting.

- Ensure strict adherence to USDA regulations and guidelines governing relevant federal mandates.
- Ensure compliance with federal, state, and local regulations governing disaster recovery housing projects, including environmental regulations, zoning ordinances, and fair housing laws.
- Maintain accurate records of project activities, including work progress, expenditures, and compliance documentation, and prepare regular reports for submission to USDA, partners, Director, and other stakeholders.
- Document progress in detailed reports, including photographs, presentations, meeting minutes, and maintain accurate records of housing, construction, development activities.
- Prepare proposals for potential developers, funders, government agencies, and other stakeholders, documenting project activities, goals, and outcomes in accordance with reporting requirements.
- Conduct market research and analysis to identify industry trends, market opportunities, and competitive advantages.
- Collect and analyze economic data to inform decision-making and strategic planning efforts.
- Prepare reports, presentations, and recommendations based on research findings.

ESSENTIAL FUNCTION: Education and Community Engagement.

- Collaborate with USDA officials, local housing authorities, property owners, tenants, and community organizations to facilitate project implementation and address any concerns or issues that may arise.
- Engage with government agencies, community organizations, disaster survivors, and other stakeholders to solicit input, address concerns, and foster collaboration throughout the project lifecycle.
- Provide education and outreach to property owners, tenants, and other stakeholders on resources for homeownership, financial literacy, mortgage counseling services.
- Develop marketing materials and campaigns to promote Selma as a desirable location for investment.
- Coordinate participation conferences and networking events to showcase Selma's opportunities.
- Utilize digital marketing tools and platforms to reach target audiences effectively.

ESSENTIAL FUNCTION: Design and Construction Management, Quality Assurance, and Inspection.

- Collaborate with architects, engineers, and construction contractors to design and build disaster recovery housing units that meet applicable building codes, safety standards, and accessibility requirements.
- Collaborate with partners and contractors and other service providers to develop plans, construction activities, and verify completion of work in accordance with all applicable regulations and safety protocols.
- Conduct regular inspections and quality assurance checks to verify that construction activities are performed correctly and in compliance with local and state building requirements.
- Conduct quality assurance inspections and audits of lead hazard control activities to ensure that work is performed safely, effectively, and in compliance with HUD requirements and industry standards.
- Monitor project progress, evaluate outcomes, and assess the effectiveness of disaster recovery housing programs in meeting the needs of affected populations, making adjustments as needed to improve program performance.

Minimum Qualifications

- High school diploma or equivalent required; Associate's degree or certification in administration or a related field preferred.
- Experience in project management and outreach, disaster recovery, housing development, or community development.
- Knowledge of development programs, housing policies, and funding mechanisms, such as the Community Development Block Grant Disaster Recovery (CDBG-DR) program.
- Strong organizational, communication, and interpersonal skills, with the ability to work effectively with diverse stakeholders in a fast-paced, dynamic environment.
- Experience managing complex projects with multiple stakeholders, budgets, and timelines.
- Familiarity with construction management practices, including contracting, bidding, and quality assurance.
- Strong attention to detail and analytical skills, with the ability to accurately interpret and communicate findings.
- Excellent communication and interpersonal skills, with the ability to effectively communicate technical information to diverse audiences, including property owners, tenants, contractors, and government officials.
- Ability to work independently and as part of a team, manage multiple projects simultaneously, and meet deadlines in a fast-paced environment.
- Previous experience managing community centered projects and working with federal agencies and community stakeholders.
- Strong organizational, communication, and interpersonal skills.
- Proficiency in project management software and Microsoft Office Suite.
- Valid driver's license and reliable transportation.

Physical Demands

It is essential to maintain good physical health and fitness to perform their duties effectively. While the specific physical demands may vary depending on the nature of the projects and the work environment, typical physical demands for this role may include: Standing and Walking, Lifting and Carrying, Climbing, Bending and Stooping, Driving, or Environmental Exposure

Work Environment

The role may involve a combination of office-based tasks and active involvement in on-site project management activities. Additionally, adherence to safety protocols are critical to minimizing occupational hazards and ensuring the well-being of the project manager and other personnel involved in lead abatement projects.

THE CITY OF SELMA IS AN EQUAL OPPORTUNITY EMPLOYER