CITY OF GREENVILLE (SC)
invites applications for the position of:

COMMUNITY DEVELOPMENT PROJECT MANAGER - 0120

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<th>SALARY:</th>
<th>$55,100.00 - $85,410.00 Annually</th>
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<tbody>
<tr>
<td>OPENING DATE:</td>
<td>01/28/20</td>
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<td>CLOSING DATE:</td>
<td>02/28/20 11:59 PM</td>
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JOB DESCRIPTION:

**Brief Description of the Job**
Assists the Community Development Manager in planning, organizing and coordinating all programs, functions and activities of the Community Development Division. Coordinates rehabilitation and new construction programs including evaluating applications and approving those deemed acceptable; prepares and develops bid packages containing work write-ups, evaluates bids and awards to successful bidder; closely monitors all progress with periodic inspections until closeout. Publicizes the City or partner's homeowner program to the community, evaluates applicants through review of credit record, employment, etc. and recommends to lenders those that meet qualifications. Provides technical assistance to residential developers, both non-profit and for-profit, including securing suitable properties for construction, providing support during the bidding process and construction, and conducting follow-up at the conclusion of the project. Facilitates coordination of the development with various City departments and divisions to secure needed permits, inspections and payment. Coordinates volunteer programs including aiding in project selection, inspection of work completed and assignment of priorities to volunteers. Monitors grant recipients for compliance with Housing and Urban Development (HUD) regulations and prepares report for annual audit. Meets with various neighborhood associations to inform them of Community Development's programs and activities and provides specific information on the City's rehabilitation and new construction programs. Reviews plans for compliance with design guidelines for building permit applications in areas covered by Neighborhood Revitalization Overlays. Manages the acquisition of properties that are banked by Community Development for future redevelopment. Serves as the City's 504 Compliance Officer. Supervises the Community Development Financial Coordinator.

JOB DUTIES:

**Essential Functions**

**Provide Technical Assistance to Developers (35%)**: Meet with various City departments and developers to coordinate necessary permits, inspections, and payment requests. Review surveys, plats, and other legal documents to provide buildable lots for affordable housing partners. Coordinate various closings and other real estate transactions with City attorney's office, developers, and developer's attorneys.

**Coordinate Rehabilitation and New Construction Program (30%)**: Provide technical construction advice to contractors. Meet with homeowners and contractors when necessary. Provide various work write-ups for demolitions and new construction. Oversee grant agreements with new construction and rehabilitation providers. Approve applicants for new construction and rehabilitation programs.

**Facilitate Special Projects (15%)**: Implement special projects, including property rezoning, special grants, planning projects and affordable housing initiatives. Assign priorities for projects to volunteers. Provide technical construction advice to volunteer programs and inspect volunteer construction projects.

**Review Plans for Compliance with Design Guidelines (10%)**: Review plans for compliance with design guidelines for building permit applications in areas covered by Neighborhood Revitalization Overlays. Provide comments for requested revisions.

**Monitor Grant Recipients for Compliance (5%)**: Meet with grant recipients to monitor program
performance for compliance with HUD regulations. Inspect construction sites for compliance with Davis Bacon Act regulations; review payroll and interview employees of contractors to ensure compliance with wage and hour regulations of the Act. Ensure compliance with various HUD regulations, including Fair Housing Act, Section 504, and Section 3. Compile report for annual audit of grant recipients and submit to HUD.

**Meet with Neighborhood Associations (5%)**: Meet with various neighborhood associations to inform the public of housing and rehab programs. Provide progress reports to neighborhoods on various capital improvement projects affecting particular neighborhoods. Provide technical assistance for neighborhood projects performed by residents and volunteer organizations.

Perform other duties as assigned.

**QUALIFICATIONS:**

**Job Requirements**  
**Formal Education:** Bachelor's degree in Construction Management, Public Administration, Architecture, Planning, Real Estate or related field is required. Graduate work or an advanced degree in a related field is preferred.

**Experience:** Over two years of experience working on the development of affordable, workforce, or other residential housing opportunities/programs is required. Experience with HUD-funded programs is preferred.

**Driver's License Required:** Class D South Carolina License.

**Certifications and Other Requirements:** Home Builder, General Contractor, or Lead Paint Risk Assessor preferred.

**Knowledge, Skills, and Abilities**  
**Knowledge:** Work is difficult and diversified with limited precedent and requires the frequent application of a high degree of independent, logical, evaluative, and/or professional thinking to originate and develop procedures, techniques or ideas within the parameters of a broad conceptual outline. Work requires advanced skills and knowledge in approaches and systems. Independent judgment and decision-making abilities are necessary to apply technical skills effectively. Work product affects multiple projects.

**Reading:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical journals and procedures, financial reports, legal documents, and governmental regulations as well as literature, books, reviews, reports, and abstracts.

**Math:** Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

**Writing:** Ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.

**Machines, Tools, Equipment, and Work Aids:** Telephone, computer, general office equipment, camera, vehicle, plotter, punch estimating software, and Microsoft Office Suite.

**Working Conditions**  
**Primary Work Location:** Office Environment and Vehicle.

**Environmental/Health and Safety Factors:** Occasional exposure to unpleasant environmental conditions and/or hazards. Occasional outside work. Seasonal exposure to extreme temperature, wetness and/or humidity, respiratory hazards, noise and vibration, and physical hazards.

**Physical Demands**
Continuous requirements include exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly.

**Mental Demands**
Frequently requires time pressure, frequent change of tasks, performing multiple tasks simultaneously, working closely with others as part of a team, and tedious or exacting work. Rarely requires emergency situations, irregular schedule/overtime, and noisy/distracting environment.

APPLICATIONS MAY BE FILED ONLINE AT:
https://jobs.greenvillesc.gov

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Greenville, SC 29601
864-467-4530

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