



**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY  
NEWPORT NEWS, VIRGINIA**

**POSITION VACANCY ANNOUNCEMENT**

**PVA # 04-19**

TO APPLY: Applications must be submitted to the Human Resources Office between the hours of 8:00 a.m. to 5:00 p.m., Newport News Redevelopment and Housing Authority, 227 27th St., Newport News, VA 23607. **ALL APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, SEX, COLOR, NATIONAL ORIGIN, HANDICAP OR AGE or any other category protected by law. THIS IS A SECTION 3 COVERED ACTIVITY.**

**All positions require post-offer pre-employment drug testing. Applicants selected for hire will receive a conditional offer of employment and be referred for pre-employment drug testing.**

Posted: 3/5/19

Deadline: 3/20/19

## **DEVELOPMENT ADMINISTRATOR**

**Community Development**

**Salary: \$50,512 - \$66,928 Per Year**

**Status: Full- Time Regular Position**

### **GENERAL DEFINITION OF WORK:**

Performs difficult administrative work managing the Development division, coordinating the development and implementation of neighborhood redevelopment plans, real estate acquisitions, relocation, and demolition activities, coordinating division programs, maintaining files and records, preparing reports, and related work as apparent or assigned. Work is performed under the general direction of the Director of Community Development. Divisional supervision is exercised over all personnel within the division.

### **TYPICAL TASKS: (Examples Only)**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Coordinates the development and implementation of neighborhood redevelopment plans and related real estate acquisitions, relocations, demolitions, and development activities.

Reviews prospective NNRHA developments and related liaison responsibilities between consultants and with local, State, and Federal officials.

Coordinates the Authority's HOME funded Community Housing Development Organizations (CHDO) program.

Assists with the preparation and maintenance of program budgets, plans, environmental reviews and release of funds, citizen participation activities, and required documents and reports.

Supervises Division staff; assists with the recruitment and selection of division staff; assigns, directs, trains, and inspects the work of staff; evaluates staff performance; develops staff schedules.

Reviews properties for purchase by NNRHA and makes purchase recommendations to the Director of Community Development and Executive Director.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of Community Development and Housing programs and how they affect citizens; thorough knowledge of various low-income housing finance techniques including leveraging, tax credits, etc.; thorough knowledge of Federal regulations relating to HOME activities; general knowledge of the LIHTC and HUD Mixed Finance Programs; ability to plan, organize, assign, coordinate, direct, and evaluate the work of subordinate personnel effectively; ability to analyze problems and situations and to find appropriate solutions; ability to work independently and work well under pressure and time constraints; ability to exercise good judgment; ability to communicate and present ideas clearly and effectively both orally and in writing; ability to establish and maintain effective working relationships with City staff, local, State, and Federal officials, developers, nonprofit organizations, associates, and the general public.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree with coursework in business administration, urban planning, or related field and considerable experience in real estate finance and development, public administration, or equivalent combination of education and experience.

**WORKING CONDITIONS:**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**SPECIAL REQUIREMENTS:**

Obtain Housing Development Finance Professional (HDFP) certification within two years of hire.  
Valid driver's license in the Commonwealth of Virginia.