



# VACANCY ANNOUNCEMENT

## CITY OF FLAGSTAFF

*"We Make the City Better"*



**Date Posted:** September 22, 2017  
**Vacancy No:** 060-17-02  
**Position Title:** Project Manager-Housing (Contract Temporary\*-2 years)  
**Division / Section:** Community Development/Housing  
**Closing Date:** October 6, 2017  
**Position Status:** Full Time; Exempt; Contract Temporary\*; Benefit Eligible  
**Work Week:** Monday – Friday; Winter Hours 8am-5pm; Summer Hours 7am-4pm;  
**Salary Range:** \$55,595.90 Annually  
**Recruitment:** AZ Daily Sun (9/24, 9/27, 10/1 & 10/4), NAU Website, CCC Website, Govtjobs.com and all free websites

### **ADDITIONAL INFORMATION:**

#### **\*TEMPORARY DESIGNATION FOR 2 YEARS WITH INTENT TO SEEK ON-GOING FUNDING.**

Actively supports and upholds the City's stated mission and values. The Project Manager position is part of a broadband series in which incumbents are responsible for performing a wide variety of tasks. Duties range from routine to the most complex of project management responsibilities requiring incumbents to take initiative, make judgment calls, and make decisions for the projects/processes for which they are assigned. There are three zones within the broad band. The incumbent will have the opportunity to advance through the zones based on progressive responsibility and experience, continuing education, and professional development, and in some cases, certifications.

Employees of this class are expected to exercise skills and knowledge in the technical support associated with the management of projects, contracts, teams and services for city funded public improvements. In addition, employees are expected to exercise considerable judgment, initiative, and professional skills in project administration, knowledge of resource management, and coordination of projects and program delivery.

### **ADMINISTRATIVE DUTIES**

- Supervisory: This job does not have formal supervisory responsibilities.
- Budgetary: This job does not have budgetary responsibilities, but carries out day-to-day activities within approved budget.
- Strategic Planning: This job has partial responsibility for strategic planning at the Section level (assists with developing, implementing, and managing long and short-term goals).
- Policies/Procedures: This job has partial responsibility for policies and procedures at the program level, including assists with developing, implementing and interpreting.
- Compliance: This job has partial responsibility at the program level (follows, assists in ensuring compliance with, and may enforce) Federal, State, and Local laws, rules, and regulations as well as City policies and procedures.
- Council Communications: This job has partial responsibility for Council communication at the program level assists with making recommendations and presentations and writing staff summaries level.
- Reporting: This job does not have duties related to reporting to Federal/State/Local agencies.

### **EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)**

(This is a representative sample of entry level duties; position assignments vary as the incumbent progresses through zones in the band.)

- Provides excellent customer service to both internal and external customers.

- Attends meetings and performs related duties as required.
- Conducts public involvement on project related issues.
- Develops creative solutions regarding financing and creation of affordable housing.
- Reviews reports, specifications and construction plans for housing developments.
- Prepares for and makes presentations at various commission meetings.
- Coordinates plan reviews and project management with other City departments, divisions, programs, and outside agencies.
- Performs project management on Housing Section projects.
- Assists the general public and other City staff that have problems or concerns that require technical advice, response, research, and/or recommendations concerning housing related issues.
- Develops and presents technical data and recommendations to both technical and non-technical staff.
- Performs a wide variety of special assignments to help with specific Section wide initiatives.
- Performs field review and assessments.
- Manages, organizes, coordinates, and monitors activities and functions of housing development projects in cooperation with other departments and outside agencies, contractors, engineering and design professionals;
- Analyzes and prepares written reports on program and project performance using qualitative analyses and other project management techniques;
- Develops program and project budgets, schedules, work plans and cost estimates/projections;
- Develops, manages, and coordinates, housing construction projects with public / private partnerships;
- Works cooperatively with other City employees and private organizations to facilitate project implementation and completion;
- Writes and coordinates Requests for Proposals to promote the development of City-owned sites for workforce housing.
- Develops, administers and manages contracts for outside professional and construction services.
- Assures grant conditions and requirements are adhered to in federally or State funded projects.
- Conducts detailed project reviews to assure compliance with project scope, regulatory requirements, and sound practices.
- Assigns, directs and supervises the work of external consulting firms.
- Prepares weekly and monthly project status reports to a variety of audiences.
- Ensures development on City land conforms to development ground lease conditions and construction is consistent with the longevity necessary for long-term affordability.
- Acts as the primary contact with developers building on city owned land and provides on-going oversight of the projects to ensure compliance with all conditions.
- Works with Land Trust Program to ensure compliance with relevant development ground lease provisions.
- Prepares and coordinates all closeout documents required for projects including submittals, change orders, final release, payments, etc.
- Interacts with utility companies and other governmental agencies to obtain necessary permits and clearances and to ensure regulatory compliance;
- Participates in the negotiation of development contracts with private developers, contractors, and design professionals;
- Meets with community representatives and developers to review proposed projects and activities;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- May submit projects for Development Review Board approvals and acts as project manager for those projects through the Review process.
- May submit projects for permit approvals and works with reviewers on resolving any issues or concerns.
- Will assist other staff and programs as directed.
- Other duties as assigned.

#### **MINIMUM REQUIREMENTS**

- Refer to Zone Change Checklist for Minimum Requirements for Zones 1, 2, and 3.

#### **DESIRED EXPERIENCE AND TRAINING**

- Refer to Zone Change Checklist for Desired Experience and Training for Zones 1, 2, and 3.

### **OTHER REQUIREMENTS**

- Must possess, or obtain upon employment, a valid Arizona driver's license.
- Regular attendance is an essential function of this job to ensure continuity.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY)**

- Ability to creatively solve problems of a complex nature.
- Familiarity with Affordable Housing finance and methodology.
- Extensive knowledge of applicable laws, rules and regulations governing construction compliance.
- Ability to work under tight time constraints and independently
- Ability to research, read and correctly interpret technical documents, including plans, specifications, laws and regulations.
- Ability to process paperwork associated with projects in a timely manner.
- Ability to think creatively when problem solving.
- Understanding and utilization of standard safety practices.
- Ability to evaluate information and statistics and to arrive at valid decisions on the basis of such data.
- Ability to communicate and coordinate with other departments, divisions, and individuals involved in the review and project management process.
- Ability to manage effectively, the resources available for successful completion of projects including the ability to prepare and monitor project budgets and schedules.
- Ability to formulate proposals during design and evaluate proposals during construction to achieve potential project cost savings.
- Ability to read technical documents and plans and to detect potential problems and non-conformance to standards, regulations, codes, and specifications.
- Ability to coordinate, monitor, and review professional and technical staff services and establish and maintain effective, productive relationships in a team environment.
- Ability to establish and maintain effective working relationships with other employees, outside agencies, developers, consultants, contractors, and the general public.
- Skills and abilities in: computations, estimating, and reviewing plans and specifications.
- Working knowledge of commonly accepted reference documents and methodologies.
- Skills and abilities to analyze problem prepare alternative solutions and make recommendations in written technical reports.
- Ability to conduct field reviews.
- Demonstrated ability to utilize personal computers and software for word processing, spreadsheets, and scheduling, etc.

### **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

- While performing the duties of this job, the employee is frequently required to sit, use hands to finger/handle/feel, reach with hands and arms, talk or hear, and the employee is regularly required to stand and walk.
- The employee must occasionally lift and/or move up to 10 pounds.
- Vision requirements for this position include close vision, depth perception, and the ability to adjust focus.
- Working conditions include occasionally working near moving mechanical parts.
- The noise level in the work environment is usually moderate.

### **CLASSIFICATION INFORMATION**

Range B51 – B53, FLSA exempt

---

## PRE-EMPLOYMENT PHYSICAL REQUIREMENTS:

---

The City of Flagstaff is an Equal Opportunity/Affirmative Action employer.  
All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status.

**For application materials:**

**Visit:** Human Resources  
Monday – Friday 8 AM – 4 PM at:  
211 W. Aspen Ave., Flagstaff, AZ 86001

**Call:** (928) 213-2090 or

1 (800)-463-1389

**Fax:** (928) 213-2089

**Website:** [www.flagstaff.az.gov](http://www.flagstaff.az.gov)

**Email:** [human.resources@flagstaffaz.gov](mailto:human.resources@flagstaffaz.gov)

**Applications are due to Human Resources by  
4 PM AZ time on the closing date  
regardless of the postmarked date.**

**AmeriCorps, Peace Corps, and other national  
service alumni are encouraged to apply.**