

Career Opportunity



Project Manager - Urban Multi-Family Housing

Reports to
VP Strategic Planning &
Intergovernmental Affairs

Closes
Until Filled

Position summary

Lead all rehabilitation and construction activities related to the Choice Neighborhoods Implementation Grant and the recapitalization of THA's public housing portfolio. Manage activities in compliance with HUD policies and procedures and coordinate all planning, design, and construction activities from review and finalization to eventual redevelopment or rehabilitation of existing properties.

Summary of Duties:

- Work with THA Developer partner on multi-phased, mixed-use, apartment community, ensuring decisions are made in the best interest of the housing authority;
- Create project management timelines including scope, budget, and schedule for all recapitalization and construction projects.
- Manage, monitor, and track all aspects of projects from predevelopment through commitment, loan closing and construction
- Manage multiple rehabilitation and construction projects simultaneously.

- Work in conjunction with other THA divisions to ensure a coordinated approach to the "Choice Neighborhoods Implementation Grant (CNI)" process that is compliant with all HUD rules and regulations.
- Work with THA teams to create property-level strategic plans that integrate physical characteristics, capital needs, analysis of best uses, and property operations in a single approach to maximize property performance.
- Work with members of THA departments, developers, the City and other officials to create a property-level financing plan for each recapitalization project.
- Attend development related meetings as the primary subject matter expert on all issues related to design, rehabilitation, and construction.
- Manage procurement of recapitalization related services in conjunction with THA's Construction Department.
- Develop and implement a system to coordinate and monitor progress of all "Choice Neighborhoods Implementation Grant (CNI)" related consultants and contractors.
- Develop and implement Quality Assurance (QA) process for "CNI" related rehab/construction and transition this QA process to oversight of ongoing property maintenance.
- Complete and submit all HUD required documents related to planning, design, or construction of existing properties.
- Other duties as assigned.

Minimum requirements

Bachelor's degree in architecture, construction management, engineering or a related field and five (5) years of experience managing the construction/rehabilitation of large

capital projects. Master's degree is preferred. Other Desired Certifications Include: Registered Architect, LEED Accredited Professional. Must have valid driver's license.

To apply

Qualified candidates should submit a resume, cover letter and salary requirements to hr@tulsahousing.org or fax to **918-581-5721**. You may also apply online at tulsahousing.org.

Applications and resumes may be mailed to:

Tulsa Housing Authority
Attn: Human Resources
415 E. Independence
Tulsa, OK 74106

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About Tulsa Housing Authority

The Housing Authority of the City of Tulsa (THA) is a federally funded public agency responsible for administering public housing and Section 8 rental assistance programs for eligible low-income families living in the Tulsa city limits. THA is governed by a five-member Board of Commissioners appointed by the Mayor.

Mission statement

To be a leading Public Housing Agency that enhances the quality of life in Tulsa through the efforts of a professional, caring and responsive staff and Board.

THA is an equal opportunity/affirmative action employer.

We perform criminal background checks and drug testing.

Men, women and THA residents are encouraged to apply.