

# Career Opportunity



## Development Manager – Multi Family Housing

### Salary

\$63,918 - \$72,200/Annually

### Department

Community Development

*Reports to:* Vice President of Community Development

*Closes:* Until Filled

### Position summary

Under direction from the Vice President of Community Development, assist in managing all development activities related to "Envision" planning and subsequent recapitalization of THA multi-family properties. Oversee activities in compliance with applicable federal, state, and local law and assist with planning, design, and construction activities from initial public meetings through the completion of property redevelopment.

### Summary of Duties:

- Assist the VP of Community Development with coordinating, and administering the "Envision" master planning processes at multiple THA housing sites;
- Work in conjunction with other THA divisions and other local government agencies to ensure a coordinated approach to the planning and redevelopment that is compliant with all applicable rules and regulations;
- Assist with strategic implementation of "Envision" master plans, including but not limited to technical plan documentation, implementation phasing design, and managing updates to master plans as required throughout implementation;
- Works diligently on the agency's long and short-range property acquisition, capital improvement and development endeavors;
- Initiate and manage housing and other development opportunities from the pre-development phase through financing closing, providing technical expertise including project scope, initial feasibility analysis, site selection and acquisition, design scope, financing, and entitlements;

- Utilizes general knowledge of city and country entitlement processes and can assist with general plan amendments, zoning changes, sub-division processes and other necessary functions to ensure city and county compliance.
- Analyze complex applications, development proposals and construction plans for compliance with appropriate regulations and policies; prepare written correspondence, reports and recommendations;
- Utilize various software packages such as Microsoft Suite, Photo Shop and be willing to learn necessary GIS software;
- Represent THA in development related meetings;
- Manage partnerships with external development partners including but not limited to consultants, non-profits, real estate developers, and lenders;
- Manage grant performance and reporting requirements for a variety of programs, contracts and agreements;
- Conducts research, analysis and conflict resolution on planning and development opportunities having a high degree of complexity and public interest;
- Supervise, train, and mentor development support staff, educating them on the THA development process;
- Other duties as assigned.

### Supervisory Responsibilities:

May supervise the work of staff assigned.

### Qualifications:

Knowledge of the principles and practices of project management of large scale capital projects through all phases including Planning, Design, and Construction; knowledge of project development including scope, budget, and schedule for projects under a regulatory structure and with a set timeframe; knowledge of federal, state and local laws and regulations governing construction and procurement policies and practices; excellent management, leadership and interpersonal skills; ability to communicate effectively, orally and in writing in both formal and informal settings; ability to establish working relationships with property managers,

developers, officials, community and civic leaders and low income residents; ability to create strategic plans for each property; must be detail oriented and have the ability to create processes and procedures; ability to analytically solve problems, make sound judgments and exercise good decision making; willingness, mental and physical ability to perform the duties involved in this classification. Ability to perform work with or without an accommodation that requires sitting, standing, and walking, dexterity of hands and clarity of vision, speech and hearing and powers of observation; other physical duties as required.

### Education and/or Experience:

Bachelor's degree in urban planning, architecture, project management or a related field and five (5) years of experience managing large capital planning projects or master planning activities. Master's degree is preferred.

Must have a Current Valid Driver's License.

### To apply

Qualified candidates should submit a resume to [hr@tulsahousing.org](mailto:hr@tulsahousing.org) or apply online at [www.tulsahousing.org](http://www.tulsahousing.org)

*Applications and resumes may be mailed to:*

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

### 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.

### EOE

*We perform criminal background checks and drug testing.*