

## **PROJECT MANAGER / URBAN PLANNER**

### **DESCRIPTION OF DUTIES**

This is a new position and the selected applicant will have great latitude to work across a variety of disciplines that include Urban Planning, CRA Planning and Projects, Project Management, Affordable and Workforce Housing, Public Housing and Economic Analysis. The Project Manager is responsible for the administration and implementation of planning projects, and technical research documentation related to redevelopment plans, feasibility studies and similar. Responsibilities in housing include regulatory compliance and monitoring of real estate transactions, construction administration and sales transactions, market analysis, community outreach and public speaking.

The Project Manager is responsible to coordinate with the current team on project data, tracking, preparing required periodic reports and maintaining statistical data related to redevelopment programs; managing community meetings, and communicating with program partners, clients and the general public and public officials. This is a new position that works in collaboration with the Program Manager and other team members.

### **SPECIAL SKILLS OR QUALIFICATIONS REQUIRED**

Detail oriented with excellent communication skills, both orally and in writing. Ability and eagerness to learn new programs and design new systems. Ability to prepare and review complex studies and reports that include financial data. Strong research and analytical abilities essential, as are excellent computer skills. Experience with federal grant programs helpful, but not required. Familiarity with real estate terminology, development processes, budgets, and transactions is preferred.

### **TRAINING AND EXPERIENCE**

Completion of a Bachelors degree in urban or regional planning, business, public administration, or a closely related field. Masters Degree in related field is preferred. Certifications including AICP, CEcD, AIA or similar preferred. Significant work experience in applicable field is required.

Periodic evening meetings, occasional overnight travel and local travel required. Open until filled. EOE/ADA/drug-free workplace. Salary commensurate with education/experience.

Please submit resume and cover letter to either: [Redevelopmentjob@aol.com](mailto:Redevelopmentjob@aol.com)

or:

Redevelopment Manager

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