

JOB TITLE: Housing Coordinator
FLSA STATUS: Exempt
SUPERVISOR'S POSITION: Executive Director

POSITION SUMMARY

The incumbent of this position will focus on residential property development including managing the startup and transition phases of various affordable housing projects. The incumbent will work with the construction manager to create new construction and housing rehabilitation projects. The coordinator will ensure compliance for all new housing investments. The coordinator will oversee the day to day administration of the housing project to ensure successful completion of projects under construction. The incumbent of this position will report directly to the Executive Director and will be required to report progress to the board of directors

JOB RESPONSIBILITIES

1. Oversee and direct the construction manager to ensure projects are completed in an efficient and timely manner
2. Work directly with construction manager in coordinating the construction of new residential properties
3. Review and analyze potential properties for development, Make recommendations on purchasing available property and manage the facilitation of the acquisition of properties.
4. Work with governmental entities to ensure the property and building structures adhere to zoning, planning and permitting requirements.
5. Work with blue prints to assist in the design and engineering in order to determine reasonable development and construction timeline
6. Work with the construction manager in determining budget, monitoring cost, work change orders, and ensuring profit projections are being met.
7. Manage construction bidding/pricing process for inclusion in the final project budget
8. Perform site visits to ensure accuracy of construction methodologies.
9. Oversee the management of rental properties
10. Recruit, select, and orient new employees.
11. Evaluate employee performance

TRAINING, EXPERIENCE, & SKILLS REQUIRED (QUALIFICATIONS)

1. At least four years of proven work experience in real estate property development and management
2. Two years of experience in design. A bachelor's degree in civil engineering construction or related field may be substituted for some of the years of experience.
3. Expert knowledge of building products, construction details and relevant rules, regulations and quality standards.
4. An excellent understanding of all facets of the construction process
5. Ability to plan, execute and deliver expected results in a timely manner
6. Competent in conflict and crisis management with three years of supervisory skills
7. Ability to read and understand and interpret construction blue prints.
8. Excellent verbal and written communication skills
9. Ability to follow written and oral instructions.
10. Ability to work responsibly with minimal supervision.
11. Possession of a valid Missouri Driver's license, full time use of automobile and adequate liability insurance.
12. Ability to travel as needed.

Employee's Signature Date

Department Head's Signature Date

Executive Director's Signature Date