

CAPITAL PROGRAM COORDINATOR

(Albany Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for support activities in the development, implementation, and reporting of the Albany Housing Authority's (AHA) Capital Improvement Program (CIP). Working with the department head and/or their designee, the incumbent convenes with internal staff and external consultants to inform and facilitate the preparation of the CIP. The incumbent is responsible for the CIP preparation, administration, amendments, and reporting and assisting with project development and grant writing activities as required. This position involves professional administrative duties of considerable complexity. Work is performed in accordance with broadly defined objectives and professional standards and is subject to administrative and technical review by a senior manager or director.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Responsible for the development of AHAs annual Capital Improvement Plan with input from AHA's Operations Department personnel, Accounting Department, and coordination of work with outside consultants.
- Use established criteria to evaluate projects, prepare various project listings and financial summaries, research on project details and funding eligibility, and assist in preparing reports.
- Coordinates the completion of construction documents and contracts with the project architect/engineer and AHAs purchasing agent.
- Maintains records and reports related to construction activities, construction administration, and project closeout documents.
- Coordinates preparation of annual energy audits and physical needs assessments. Reviews audits and assessments with operations department to inform annual and 5-year capital plans.
- Responsible for conducting public outreach efforts to gather input on the CIP development process and comments on Draft CIPs, including development and maintenance of information database/inventory for projects.
- Responsible for overseeing the CIP amendment and modification process to include helping to maintain the CIP databases by keeping current database records up to date. Tasks include research and follow-up of requested actions to determine funding eligibility, project details, and subsequently preparing and presenting materials explaining CIP requests.
- Provide staff support for project evaluation, selection, and development. Communicate and coordinate to solicit, consolidate, and track feedback from internal AHA staff and outside partners on projects and proposals. Tasks may also include coordinating and facilitating meetings and preparing meeting notes.
- Handles performance-based planning and programming responsibilities, including asset management performance measures target-setting and tracking, development and application of project evaluation criteria, and Environmental Justice and equity analysis of the CIP.
- Responsible for the preparation of special data reports on an as needed basis.
- Perform related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Ability to work independently as well as part of a team of diverse staff in office environments.
- Ability to establish and maintain effective working relationships with associates, professional consultants, and the public.
- Strong organizational and time management skills, and the ability to handle multiple tasks and adhere to strict and frequent deadlines with attention to detail and accuracy.

- Ability to organize, synthesize, and communicate information in a clear and concise manner.
- Proficiency with MS Applications (Word, Excel, PowerPoint) with emphasis on data analysis, reports, and presentations.
- Familiarity or knowledge of the principles, practices, and objectives of public and affordable housing. Familiarity or knowledge of HUD and NYSHCR project programming, development, and/or delivery processes.
- Ability to uphold and maintain image and integrity of AHA at all times
- Physical condition commensurate with the demands of the position

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with a Master’s Degree in Urban or Regional Planning, Real Estate, Architecture, Engineering or a closely related field in mixed-finance, affordable housing or real estate development or any relevant field of discipline as mentioned; OR
- B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with a Bachelor’s Degree in Urban or Regional Planning, Real Estate, Architecture, Engineering or a closely related field and two (2) years of full time paid experience (or its part-time equivalent) in mixed-finance, affordable housing or real estate development or any relevant field of discipline as mentioned; OR
- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT:

Possession of a valid NYS Motor Vehicles Operator’s License at time of appointment. Vehicle may be necessary.

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