

THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.



SENIOR PROJECT MANAGER

Salary Range: \$63,237.98-\$81,305.90/Annually

POSITION

Vacancy is in the Housing and Property Management Division of the Development Services Department. Under general direction, oversees the management of the Neighborhood Stabilization Program (NSP), the division's City-owned property inventory, and state and federally funded programs supporting residential development. Coordinates and manages all aspects of the NSP including the following: ensuring regulatory compliance, developing and implementing procedures in support of foreclosed property acquisition, and rehabilitation and subsequent sale to eligible homebuyers. Oversees the maintenance of City-owned property managed by the division. Reviews proposals for acquisition and subsequent development of City-owned property managed by the division. Makes recommendations on program management, disposition of City-owned property and funding commitments for consideration to the Division/Department Director, Mayor, and Council. Assists in the management of several division loan programs and services for the development of new housing, homeownership, property improvement, and tax abatements. Prepares periodic reports on program performance as required by HUD. Performs related work as required. This is a union position. The hours of work are 40 per week and the above salary includes 5% in lieu of overtime.

QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in planning, public administration, business administration, or a closely-related field, and five (5) years of responsible work in planning, housing, economic development, or commercial and industrial real estate; including two (2) years of experience in a lead or supervisory capacity. Wherever possible, appropriate equivalents will be considered. **A COPY OF YOUR DEGREE OR TRANSCRIPT MUST BE ATTACHED TO YOUR APPLICATION. A DEGREE OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT. APPLICATIONS WITHOUT PROPER DOCUMENTATION WILL NOT BE PROCESSED.**

EXAMINATION

Open to all applicants who meet the above qualifications. The examination will consist of rating your training and experience as contained on your application. The examination may also include a written test, an oral test, or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The test is designed to measure: Knowledge of City, State, and Federal laws, ordinances and regulations governing housing programs; Knowledge of real estate conveyance, property lending and land use zoning issues; Knowledge of housing quality standards regulations and procedures; Knowledge of rehabilitation and construction practices; Knowledge of budget management and monitoring of program fund allocations to ensure sufficient funds are in place to execute housing programs; Knowledge of affirmative action requirements; Ability to plan and effectively manage special projects; Ability to perform complex analysis and research; Ability to develop new procedures and analyze and evaluate existing procedures; Ability to analyze complex loan applications; Ability to make recommendations for improvement, and oversee the implementation of procedural changes; Ability to effectively supervise employees and to communicate clearly in both oral and written form; Ability to establish effective working relationships with City officials, housing developers, and outside agencies. If selected, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening examination, and a background check. If appointed, you will be required to serve 3-12 months of probation. This examination is subject to all Federal, State, and Municipal laws, rules and regulations.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

APPLICATIONS WILL BE ACCEPTED UNTIL WEDNESDAY, FEBRUARY 24, 2010.

Exam No: 2615

Re-Issued: 2/8/2010

EMPLOYMENT BENEFITS:

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to

DEPARTMENT OF HUMAN RESOURCES

MUNICIPAL BUILDING

550 MAIN STREET

HARTFORD, CONNECTICUT 06103

TELEPHONE (860) 757-9800

VETERAN'S PREFERENCE:

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

CHANGE OF ADDRESS: It is *your responsibility* to notify the Department of Human Resources of any Change of Address on your application.