



CHIP Community Housing Improvement Program

JOB DESCRIPTION

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|-------------------------|--|-------------------|----------------------------|-------------|
| JOB TITLE | Project Development Specialist | LOCATION | CHIP office | |
| DEPARTMENT | Rental Housing Development | REPORTS TO | Director of Rental Housing | |
| TYPE OF POSITION | <input checked="" type="checkbox"/> Full Time <input checked="" type="checkbox"/> Exempt | | HOURS | 40 per Week |

CHIP MISSION

CHIP provides healthy, sustainable, affordable housing and services to qualified residents in the North Valley. CHIP is a private, non-profit 501(c)(3) corporation serving Butte, Glenn, Tehama, Colusa, Shasta, Sutter and Yuba counties.

JOB PURPOSE

Develop decent, affordable rental housing for low-income residents and generate economic sustainability for the Department and CHIP.

JOB FUNCTIONS

Essential Responsibilities:

1. Develop successful projects that provide decent, affordable housing for low- and very-low income residents and profitability for the Multi-Family program and CHIP.
2. Identify and develop projects that match market demand and needs of low-income residents in CHIP's service areas, particularly rural communities.
3. Create sustainable and viable projects to be owned by CHIP's subsidiaries and managed by CHIP's Property Management Department.
4. Seek out and cultivate successful working relationships/partnerships with lenders, consultants, local governments, other professionals, CHIP staff and the general community to produce rental projects reflect CHIP's values.
5. Work collaboratively with CHIP's other Departments for the holistic success of the agency.

Essential Duties:

1. Assist Director of Rental Housing in project development. This includes, but is not limited to:
 - a) Develop market analysis for targeted areas as necessary.
 - b) Work with land development staff or local governments to identify sites, analyze feasibility and negotiate acquisition of properties.
 - c) Develop pro-forma financial statements to analyze feasibility.
 - d) Prepare necessary funding applications.
 - e) Select development team members appropriate for each project.



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Essential Duties:

- f) Coordinate professionals (architect, engineer, contractor, etc.) during pre-construction and construction periods.
- g) Coordinate with CHIP’s property management, resident services, and asset management staff during pre-construction, construction and post-construction to obtain input and develop resources as necessary.
2. Assist Director of Rental Housing in cost analysis by maintaining financial records in conjunction with accounting department.
3. Work with attorneys and other resources, as necessary, to develop and maintain subsidiary legal structures to facilitate development and ownership of projects.
4. Work with architects, engineers, surveyors, contractors, subcontractors, city/county staff, lenders, equity investors, escrow officers, consultants, financial consultants, attorneys, other professionals and other CHIP staff, as necessary, to develop projects.
5. Complete required monitoring, reporting, or other compliance issues on time.
6. Work with proposed and existing multi-family client groups to gather input on location, design and operations. Coordinate with any committee(s) established for this purpose.
7. Assist Director of Rental Housing in other tasks necessary for multi-family housing development.

REQUIRED KNOWLEDGE AND SKILLS

1. Demonstrated ability to secure grant/loan funding.
2. Knowledge and experience with real estate financing, construction and development.
3. Ability and desire to prioritize and manage multiple tasks on time and within budget.
4. Participation in creative thinking, problem solving, and conflict resolution as an individual or a team.
5. Ability to work with and manage different consultants and professionals to achieve outcomes that benefit the Department and CHIP.
6. Ability to work in an ever changing environment and doing so with a positive attitude.
7. Ability to work effectively with low-income and ethnically diverse client groups.

QUALIFICATIONS AND EDUCATION

1. Bachelor’s degree preferred.
2. Valid California Driver’s License.



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QUALIFICATIONS AND EDUCATION

- Must have reliable vehicle, current valid California Driver's license and be insurable under the criteria established by CHIP's general liability carrier. Must provide current proof of insurance at the levels specified by the CHIP travel policy.

PHYSICAL REQUIREMENTS

See Attached

Reasonable accommodations as required by the Americans with Disabilities Act (ADA) will be made available as necessary. Requires successful completion of a conditional offer physical examination conducted by Enloe Occupational Health Center.

WORKING CONDITIONS

See Attached

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|-------------------------------|---------------------|---------------------|----------------------------|
| REVIEWED BY | Kris Zappettini | TITLE | Director of Rental Housing |
| APPROVED BY | Seana O'Shaughnessy | TITLE | President/CEO |
| DATE DEVELOPED | January 24, 2019 | DATE REVISED | April 30, 2019 |
| SUPERVISOR'S SIGNATURE | | | |
| EMPLOYEE SIGNATURE | | | |

Employment with CHIP is at will for the employee and the employer. CHIP is an equal opportunity employer.

Physical Demands and Working Conditions Assessment

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|-----------------|---------------------|
| Position Title: | Office Staff |
| Date: | 6/17/2014 |

Activity Requirements (check as many as may apply)

| | | |
|---|-------------------|---|
| X | Standing | Standing is required for sustained periods of time. |
| X | Walking | Workers are required to move about on foot to accomplish tasks, particularly for long distances or to move from one work site to another. |
| | Balance | Workers are required to maintain balance when walking, standing or crouching, even on narrow, slippery or moving surfaces. Check only if the amount of balancing required could be considered excessive or out of the ordinary. |
| X | Climbing | Workers are required to go up and/or down stairs, ladders, scaffolding, poles, etc. using their feet/legs and/or hands/arms. Check only if the amount and kind of climbing required could be considered excessive or out of the ordinary. |
| X | Reaching | Requires workers to extend their hands/arms in any direction. |
| | Stooping | Workers are required to bend down and forward from the waist. Check only if a considerable amount of stooping occurs and if it requires full motion of the legs, feet and back muscles. |
| | Kneeling | Requires bending legs at the knee to come to a rest on knee(s). |
| X | Crouching | Requires bending the body downward and forward by bending the leg(s) and spine. |
| | Crawling | Workers are required to move about on hands/knees or hands/feet. |
| | Pulling | Requires using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion. |
| | Pushing | Requires using upper extremities to press against something with steady force in order to thrust forward, downward or outward. |
| | Lifting | Workers are required to raise or lower objects or move objects from place to place. Check only if considerable lifting is required and includes substantial use of upper arms/hands and back muscles. |
| X | Fingering | Requires picking up, pinching, twisting, typing or working primarily with fingers (as opposed to working with the whole hand). |
| X | Grasping | Workers are required to hold onto objects with their fingers/palms. |
| X | Talking | Requires workers to express themselves by speaking. Includes conveying detailed or important spoken instructions accurately, loudly, or quickly. |
| X | Hearing | Workers are required to distinguish sounds at normal levels (with or without correction) and be able to receive detail information orally, and to discriminate between sounds. |
| X | Repetitive Motion | Requires workers to move their wrists, hands, and/or fingers repetitively. |
| | Other | |

Physical Requirements (check only one)

| | | |
|---|----------------|---|
| X | Sedentary Work | Requires workers to expend up to 10 pounds of force occasionally and/or smaller amounts of force frequently. The force is used to lift, carry, pull or otherwise move objects. Jobs are considered sedentary if walking and standing are required only occasionally. |
| | Light Work | Requires workers to expend up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or smaller amounts of force frequently. NOTE: If the work requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work. |
| | Medium Work | Requires workers to expend up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force routinely. |

Physical Demands and Working Conditions Assessment

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| | Heavy Work | Requires workers to expend up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force routinely. |
| | Very Heavy Work | Requires workers to expend over 100 pounds of force from time to time and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force routinely. |
| | Other | |
| Visual Requirements (check only one) | | |
| X | Workers are required to perform activities such as: preparing/analyzing data/figures; viewing a computer screen; reading; inspecting small objects for defects, operating machinery; using gauges and other measuring devices; and/or assembling parts with close eye contact. | |
| | Workers are required to perform activities such as: operating machinery and/or power tools at or within arm's reach; performing non-repetitive tasks such as carpentry, plumbing, painting, and repairing machinery. | |
| | Workers are required to operate motor vehicles and/or heavy equipment such as forklifts, backhoes, and/or bulldozers. | |
| | Workers are required to review/inspect their assigned work, the work of others, or facilities or structures. | |
| | Other | |
| Working Conditions (check as many as may apply) | | |
| X | Workers are subjected to inside environmental temperature changes. | |
| | Workers are subjected to outside environmental factors with no structural protection from the weather. | |
| | Workers are subjected to both inside and outside environments. | |
| | Workers are subjected to extreme temperatures that are typically below 32 degrees for more than one hour at a time. May be subjected to other environmental conditions, such as wind and humidity. | |
| | Workers are subjected to extreme temperatures that are typically above 100 degrees for more than one hour at a time. May be subjected to other environmental conditions, such as wind and humidity. | |
| | Workers are subjected to excessive noise including enough noise to cause workers to shout in order to be heard above the ambient noise level. | |
| | Workers are subjected to vibrations and/or oscillating movements of the hands/arms, legs/feet, or whole body. | |
| | Workers are subjected to hazards such as: operation of and/or proximity to machinery with moving parts; moving vehicles; high voltage electricity; scaffolding/high places; and/or high heat or hazardous chemicals. | |
| | Workers are subjected to atmospheric conditions that affect the respiratory system of the skin such as fumes, odors, dust, mists, gases and/or poor ventilation. | |
| | Workers are frequently in close quarters such as: crawl spaces, shafts, manholes, small-enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia. | |
| | Workers are required to function in narrow aisles or passageways. | |
| X | None. The worker is not substantially exposed to adverse environmental conditions (normally engages in typical office or administrative work). | |
| | Other | |
| Approvals | | |
| Supervisor: | | |
| Program Director: | | |
| H.R. Staff | | |