



RIVER PARC MASTER PLAN



## *Program Manager*

Salary: \$81,787.16 to \$133,131.96

# ABOUT PHCD

## The Miami-Dade Public Housing and Community Development Department (PHCD)



PHCD was established to provide decent and safe rental housing for eligible low-income families, the elderly and persons with disabilities.

The Miami-Dade Public Housing and Community Development Department (PHCD) manages more than 9,000 public housing apartments and provides financial help through the federal Section 8 program to more than 17,000 families. Our support services include assisted living facilities for the elderly and self-sufficiency programs for our tenants. We rely on federal and state grant programs to fund our programs. We work closely with the U.S. Department of Housing and Urban Development's (HUD) on our public housing and, with the State of Florida, the development of affordable housing.

The Department of Housing and Urban Development administers Federal aid and Miami-Dade Public Housing, and Community Development manages the housing for low-income residents at rents they can afford.

# POSITION DESCRIPTION

PHCD currently has senior management level positions open that is PHCD Rental Assistance Demonstration (RAD) Program Manager which oversees the Rental Assistance Demonstration County-wide Program.

The PHCD Rental Assistance Demonstration (RAD) Program Manager is a highly responsible professional and supervisory position which will manage the RAD County-wide Program. The work involves the management and execution of large, high profile and complex redevelopment projects using the RAD Program. PHCD's RAD Program Manager will report directly to the Division Director. The incumbent will provide critical reviews to ensure compliance with the latest RAD Program regulations as well as Code of Federal Regulations, Public Housing Agency Notices and other HUD regulations and guidance, as it relates to PHCD's comprehensive redevelopment program, using the RAD program. Effective management of the RAD Program is critical since it will facilitate obtaining redevelopment funding and substantially accelerate the redevelopment program.

The incumbent will be responsible for coordination and management of all aspects of the RAD Program Analysis and Implementation Plan (RAD Work Plan). RAD is a relatively new HUD tool which allows public housing agencies to convert public housing into a site-based housing program, making financing of redevelopment projects more attractive to developers and more financially viable. Submission of applications to HUD for the RAD Program was approved by the Board on December 4, 2018 pursuant to Resolution# R-1240-18. The incumbent will work closely with PHCD's RAD Consultant (TAG Associates) to oversee and manage RAD Work Plan activities including but not limited to:

- **Ensure that the RAD Work Plan is coordinated and implemented.**
- **Evaluate personnel required to implement the RAD Work Plan and recommend personnel for specific tasks.**
- **Coordinate RAD Work Plan milestones/submissions to ensure timely completion.**
- **Coordinate and manage other aspects of the RAD Work Plan and tasks including but not limited to:**
  - Evaluate and recommend beneficial deal terms and fees cash flows, capital lease payments and other potential sources of funds for PHCD to share in developer fees, cash flow, etc.
  - Submit Commitment to Enter into a Housing Assistance Payment (CHAP) applications.
  - Submit Fair Housing and Equal Opportunity (FHEO) documents.
  - Draft RFP and review developer procurement process with Procurement Division and County Attorney's Office.
  - Procure consultants for Environmental Analysis and RAD Physical Condition Assessment (RPCA) and oversee work.
  - Review opportunities for bundling developments.
  - Draft and issue flyers and information notices and other resident information required by RAD regulations.
  - Coordinate Environmental Review/Part 58.
  - Review, edit and comment on all developer agreements.
  - Review, edit and comment on all developer submissions to HUD, including RAD applications, mixed-income finance development proposals, etc.
  - Schedule team meetings and follow-up on action items.
  - Manage and schedule resident/public meetings and issue meeting notes.
  - Provide briefings on RAD Program to residents, public and others as necessary.

# POSITION DESCRIPTION

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The job further entails having high-level meetings and maintaining on-going communication with federal reviewers at HUD Local Office, HUD Headquarters, Special Applications Center, Office of Public Housing Investments (OPHI), Fair Housing Equal Opportunity (FHEO), and HUD's Counsel, to explain PHCD applications and submissions to HUD and ensure timely reviews and approvals of submitted HUD applications and other documentation requiring approval. The incumbent must have excellent communication and writing skills.

The candidate must have experience and ability to conduct detailed analysis of RAD Regulations, Code of Federal Regulations, PHA Notices and other HUD regulations and guidance as they pertain to large, complex, mixed-finance development projects on public housing sites under the RAD Program. Incumbent shall be able to recommend initiatives that will be favorable to PHCD for its redevelopment program to Florida Housing Finance Corporation (FHFC) and others that provide major redevelopment funding.

The incumbent will manage meetings with residents, stakeholders, community organizations, and the public to discuss RAD Program redevelopment initiatives and proposed projects. Incumbent will also coordinate with other PHCD divisions concerning 5-year and 1-year agency plan submissions to HUD and corresponding approvals and other development-related matters required for the RAD Program.

This position requires a comprehensive understanding of federal requirements and how HUD works. Because of the high-profile nature of the projects, it is imperative that the incumbent have a skill set and experience with the Code of Federal Regulations, HUD Notices and guidance, in addition to development of large, complex, redevelopment projects in Miami-Dade County and related governmental issues. This requires a high caliber, personable professional with specific skills indicated herein, in addition to excellent communication and writing skills.

Fringe Benefits: Miami-Dade County offers fringe benefits that include full medical, dental, vision and disability insurance, a 457 pre-tax savings plan, flexible spending accounts, 14 paid holidays, vacation and sick leave, and contributory membership in the Florida Retirement System.

# POSITION ANNOUNCEMENT




**Title:** PHCD Rental Assistance Demonstration (RAD) Program Manager  
**Position Type:** Full-Time  
**Salary Range:** \$81,787.16 to \$133,131.96  
**Address:** Overtown Transit Village North  
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**Visit:** <http://tsctinew.webappline.com/executive-recruitments>

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