



DENVER HOUSING AUTHORITY  
JOB DESCRIPTION

**Job Title**

**ADU PROJECT MANAGER I**

**Date:** March 3, 2022

**Job Number** 614

**Revision:** N/A

**Category** Regular

**Division:** Planning and Data

**FLSA Classification:** Exempt

**Salary Class:** P-II

**Summary of Job**

Under the direction of the Director Planning & Data (“P&D”), plans, coordinates, and supports the Accessory Dwelling Unit (“ADU”) Pilot Program and related P&D projects. The ADU Program Manager represents the Housing Authority of the City and County of Denver, (“DHA”) by working with public agencies, non-profits, foundations, neighborhood organizations, and community members to achieve project goals and needs. The position will focus on the implementation of the West Denver ADU Pilot Program initiative and related projects.

**Essential Duties and Responsibilities**

1. Works on assigned projects in pursuit of project goals, timelines, reporting, scheduling, and managing relationships with program participants and collaborators.
2. Coordinates with community stakeholders, program participants, and related service partners to advance project outcomes as directed.
3. Oversees design and distribution of communication, marketing, education, and project collateral updates for website, blogs, social media, email, print, video, handouts, or other creative platforms.
4. Prepares and presents program updates, reports, and presentations for community and partner meetings covering project progress, priorities, and budget integrating the work plan priorities as determined by the Director P&D.
5. Coordinates ADU Pilot Program outreach. Supports homeowner education meetings with neighborhood leaders, residents, and key partners, including, but not limited to meeting logistics, preparing invites, coordinating meeting content, meeting facilitation, and action item follow-up.
6. Collaborates on the creation of the systems and solutions that guide homeowners through the steps of the ADU development process with program partners.
7. Responsible for working one-on-one to advance homeowner participants. Requires communication, budget analysis, reporting coordination with ADU Pilot Program partners, and oversight of site design, financing coordination, construction oversight, and property management training.
8. Analysis and secondary responsibility for progress reports on the ADU Pilot Program participants, the ADU development timeline, partner services, counseling, financing, design preferences, construction progress, and projected outcomes.

9. As directed, provides verbal and written progress reports to the Director P&D regarding the schedule, outreach, budget, related policy, equity, partner updates and other matters of importance.
10. Schedules and coordinates meetings with contractors, program partners, and DHA staff as required.
11. Analyzes data and maps to guide decisions, actions, and outreach to support and track the progress and outcomes of project initiatives.
12. Exhibits sensitivity to and respect for diversity in personal, professional, and business relationships on behalf of DHA and seek to utilize resources in an equitable manner with regard to race, ethnicity, and gender.
13. Access and understand regulatory policy and the Denver zoning code for residential housing, accessory dwelling units (ADUs), and other relevant assigned projects.
14. Supports project-related procurement for assigned projects; prepares scope of work and other procurement documents as directed by the Director P&D.
15. Responsible for recordkeeping of all written documentation, notes, sign-in sheets, and key project decision records for assigned project tasks, collaboration, and community outreach.
16. Regularly advises Director P&D of any unanticipated delays and/or problems with respect to the assigned project(s) along with potential solutions.
17. Daily attendance in the office and off-site locations.
18. Performs other duties as assigned by the Director P&D.
19. This list is not intended to be inclusive and may be expanded.

#### **Minimum Educational Requirements**

Four-year degree in Urban Planning, Community Development, Real Estate, Business, Construction, or related field.

#### **Minimum Experience Requirements**

- Experience in urban planning, community outreach, project management, construction, financing, communication/marketing, and data collection/creation/communication.
- Experience managing projects, budgets, meeting deadlines, and coordinating a multidisciplinary team of design and development professionals.

#### **Education/Experience Equivalency**

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

#### **Licenses and/or Certifications**

A valid Colorado driver's license is required. A good driving record must be maintained in accordance with the Personnel Policy.

#### **Knowledge, Skills and Competencies**

- a) Demonstrated ability to manage multiple priorities and work effectively in a fast-paced environment.
- b) Experience or working knowledge of Microsoft Office products Excel, Microsoft Word, Microsoft Project, and Adobe products InDesign, Photoshop, Acrobat Pro.
- c) Experience or the capacity to work with site design and/or entitlement due diligence.

- d) Marketing experience helpful.
- e) Experience working with a board of directors or community steering committees.
- f) Experience developing and executing evaluation and data reporting frameworks.
- g) Experience working with development, construction, or home financing.
- h) Experience working with community residents and organizations building consensus and organizing for effective collaborative work outcomes.
- i) Experience and skills that enable bridging long-range goals and outcomes, with targeted implementation efforts and program/design details.
- j) Experience taking the initiative to advance work, problem solve, or support team members collaborating to meet project needs.
- k) Strong interpersonal skills.
- l) Bilingual preferred (English/Spanish).
- m) Exceptional attention to detail and accuracy.
- n) Operates with the highest degree of integrity.
- o) Excellent verbal and written communication skills and experience simplifying complex topics in writing and for broad public understanding. Expresses facts and ideas, in writing, in a succinct and organized manner that is appropriate for context, time and place.
- p) Ability to plan, organize, implement, and monitor multiple assignments or projects.
- q) The ability to read, redline, and if necessary, suggest solutions on site plan drawings.
- r) Ability to communicate information and expresses ideas and facts to individuals or groups effectively, considering the audience and nature of the information; makes clear and concise oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
- s) Strong analytic, problem-solving and conflict resolution skills using sound reasoning to arrive at conclusions, solutions to complex problems, and distinguishes between relevant and irrelevant information to make logical judgments.
- t) Deals calmly and effectively with high stress situations (for example, tight deadlines).
- u) Open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deal with ambiguity.
- v) Displays high standards of ethical conduct and understands the impact of violating these standards on DHA, self, and others; chooses an ethical course of action and is trustworthy.
- w) Able to calmly interface with people from varied backgrounds and situations; is sensitive to individual differences. Adapts approach to different people and situations; is sensitive to cultural diversity, race, gender, and other individual differences in the workforce and manages workforce diversity.

### **Physical Requirements**

#### \* Physical demands

Hearing: Perceiving the nature of sounds by the ear.

Talking: Expressing or exchanging ideas by means of spoken words.

Driving: Moving body parts for automobile operations.

#### \* Physical Strength

Lifting: Raising or lowering an object weighing 10 pounds.

- \* Vision Requirements  
Far Acuity: Ability to see clearly at 20 feet or more.  
Near Acuity: Ability to see clearly at 20 inches or less.  
Depth Perception: Ability to judge distances and space relationship.

- \* Mental Demands  
Mathematical Reasoning  
Memorization  
Oral Comprehension  
Written Comprehension

**Interpretation (policies, procedures, or practices)**

Must follow DHA policies, procedures, and practices. Extensive independent thinking, resourcefulness, and creativity required to meet deadlines and solve problems.

**Internal / External Contacts**

Frequent contact with community residents, other organizations, public, DHA staff, City agencies, private contractors, and consultants and DHA Board of Commissioners or steering committee.

**Scope of Responsibility**

Problem Solving

Solves problems related to assigned activities and any other areas of responsibility.

Decision Making

Responsible for the successful implementation of assigned projects. Makes recommendations regarding overall program and project priorities to further the Department mission and goals.

Nature of Supervision

Employee is delegated responsibility and authority over specific work functions, receives direction as to objectives, priorities, and deadlines. Exercises high degree of initiative, judgment, discretion, and decision making in carrying out the work function.

Level of Supervision

Moderate.

**Working Conditions**

Office environment. Subject to varying and unpredictable situations. High degree of stress due to irregular hours, high volume of work, high volume of phone calls and numerous interruptions. Must use tactful communications skills necessary to maintain a smooth functioning office. May be required to balance work schedule to attend required evening and weekends meetings.

**Position Reports To:** Director Planning & Data

**Apply Online Here:** <https://www.denverhousing.org/accessory-dwelling-unit-program-manager/>