

**BUFFALO URBAN RENEWAL AGENCY  
NOTICE OF VACANCY**

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**Job Title:** Senior Project Manager  
**Salary:** \$68,919  
**Grade:** 33 U

**No. of Positions:** One (1)  
**Hours of Work:** 8:30 A.M. – 4:30 P.M.  
**Location:** Division of Housing/315 City Hall

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**GENERAL STATEMENT OF DUTIES:**

The Senior Project Manager is involved in the management of federally and/or other funded housing projects. S/He oversees the development process from project application to the completion of construction. Duties include assisting developers through the development process and internally coordinating division staff with implementing all necessary compliance procedures to complete development projects. Work is performed under the direction of the Director of Housing.

**EXAMPLES OF DUTIES:**

The Senior Project Manager is responsible for:

- Meeting with developers and assisting them through the development process;
- Coordinating division staff with implementing all necessary compliance procedures for local, state and federal regulations;
- Managing compliance of developer contracts and agreements;
- Processing requests for payment applications;
- Planning and implementing new construction and rehabilitation of single-family and multi-family housing;
- Attending project management and site meetings;
- Preparing work specifications for new construction and rehabilitation housing projects;
- Assisting monitoring staff when required;
- Reviewing proformas and budgets;
- Establish and maintain construction schedules and budgets insuring construction completion;
- Bid all phases of work for new construction and rehabilitation housing projects; □ Award contracts to contractors;
- Coordinate and oversee the work of contractors retained by developers pursuant to funds awarded by the City of Buffalo and the Buffalo Urban Renewal Agency;
- Responds to inquiries from developers, contractors, community groups, organizations and maintains professional relationships with other agencies within the public and private sector;
- Schedule and facilitate monthly progress meetings in the field with consultants, builders and prime trades;
- Assist in writing funding proposals for housing and community development projects;
- Assist the planning staff with securing relevant information about the neighborhoods and analysis of development needs;
- Assisting the Division of Real Estate on land use planning needs;
- Performs related work as required

**SKILLS, ABILITIES, MINIMUM QUALIFICATIONS:**

- 1- Bachelor's degree from an accredited college or university and five (5) years of full-time experience in the construction industry or related field; urban planning, architecture, real estate, finance, property management, and at least two (2) years full-time local, State, and/or Federal government experience at an administrative or supervisory level; or at least five (5) years of full-time local, State and/or Federal government experience at an administrative or supervisory level. Two (2) of which must include the supervision of onsite new construction and rehabilitation housing projects.
- 2- Familiarity of affordable housing programs and policies at the city, state and federal level. Experience with project and program coordination; consultants, contractors, lenders, governmental agencies and clients.
- 3- Experience with varying subsurface conditions, environmental compliance, urban planning.
- 4- Excellent oral and written communication skills, computer experience, ability to work on several projects simultaneously and independently.
- 5- Knowledge of minority communities and major issues. Housing production, construction safety, human service needs.
- 6- In addition, person must be highly ethical, detail oriented, flexible and personable. Person must be comfortable with a supervisory role. Although this is an in-house position, person will have daily site responsibilities.

**RESIDENCY REQUIREMENTS:**

As a condition of Employment, appointee must establish and maintain residency within the City of Buffalo during their tenure of employment. Residency must be established within 90 days of starting date of employment.

**SUBMISSION INSTRUCTIONS:**

Cover letter and resume should be submitted by 4:30 pm (EST), August 5, 2022 to the attention of Yvonne McCray, Director of Housing, via email to [ymccray@ch.ci.buffalo.ny.us](mailto:ymccray@ch.ci.buffalo.ny.us). Cover letter and resume will also be accepted via Regular U.S. Mail to the following address:

City of Buffalo Urban Renewal Agency  
65 Niagara Square  
315 City Hall  
Buffalo, New York 14202  
Attention: Yvonne McCray, Director of Housing