



**City of Phoenix**

## *Employment Opportunity Project Manager- Housing Relocation Section*

### **ABOUT THIS POSITION**

The Housing Department has an opportunity for a Project Manager in the Relocation Section in the Property Management division under the general supervision of the Deputy Housing Director.

The Housing Department serves as the Phoenix Housing Authority managing public housing, the Section 8 Housing Choice Voucher Program, new housing development, and affordable housing properties. The mission of the Housing Department is to provide quality affordable housing and a pathway to self-sufficiency. Fulfilling this mission includes redeveloping existing public housing sites to maintain the viability of the properties, their long-term affordability, and meeting the Council-approved Housing Phoenix Plan's ambitious goal to create and preserve 50,000 affordable housing units by 2030. As a result of the various Housing Department's ongoing federally funded redevelopment projects and anticipated projects, resident relocation is needed and must be conducted in accordance with resident relocation policies to include the federal Uniform Relocation Act.

The Project Manager position manages the relocation of over 800 residents to address current and future growth of the relocation services program. Responsibilities include supervision of the relocation team, coordination, oversight, compliance with federal regulations and requirements, and meeting established deadlines. The Project Manager will manage contracts with outside companies who will assist in managing the relocation process. The Project Manager will work with contractors and developers to manage the right to return process.

The Project Manager responsibilities include:

- Manage, organize, coordinate, and monitor activities and functions related to resident relocation services/projects in cooperation with various Housing Department divisions and outside agencies in compliance with regulations
- Supervise relocation team members
- Research, interpret and provide guidance related to relocation regulations
- Works cooperatively with other City employees and outside organizations to facilitate project implementation and completion
- Conducts, attends, and actively participates in meetings related to relocation, provides status updates, requested information, explains the relocation process to tenants, and answers tenant questions alleviating tenant concerns.
- Review and monitor vendor contracts used to provide relocation services to residents
- Meets with residents to provide relocation services and resolve complaints
- Ensure timely relocation related notices are sent to impacted residents and compliance is reached by the established deadlines
- Locates suitable and available housing that meet the financial constraints of resident displaces

AA/EEO/D/V Employer – 251 West Washington, Phoenix, AZ 85003

This publication can be provided in an alternative format upon request.

Call: (602) 495-5700 TTY: (602) 261-8687



**City of Phoenix**

## *Employment Opportunity Project Manager- Housing Relocation Section*

- Calculates replacement housing determinations and moving re-establishment costs for residential tenants
- Directs and assists in the completion of forms and documents necessary to obtain relocation assistance and first right to return
- Establishes, updates, and provides detailed records and reports of relocations
- Creates and updates shared department Excel spreadsheets
- Performs physical inventories at displaces' units
- Estimates labor or material costs for negotiated moves
- Review and approve invoices
- Collaborate with various City departments to provide needed services to residents
- Prepares, reviews, and monitors section's budget
- Produce reports to submit to housing authority on program compliance
- Writes relocation policies, procedures, and workflows

### **IDEAL CANDIDATE**

- Knowledge of the Uniform Relocation Act and HUD relocation guidelines
- Ability to enhance communication between all stakeholders including contractors, consultants, vendors, residents, and all Housing Department divisions.
- Proficient in managing multiple projects with continually changing deadlines, and quickly changing course of action based on changes that arise
- Advanced knowledge of Excel Spreadsheets including creating formulas, reports and charts
- Demonstrates initiative and is detail oriented

### **SALARY**

\$61,110.40 - \$92,892.80 annually. Candidates may be hired up to \$92,892.80 depending upon qualifications.

A comprehensive benefits package is offered which includes traditional pension with employer and employee contributions; choice of medical HMO, PPO, or HSA/HDHP plan; wellness incentive of up to \$720 annually; dental; vision; life insurance; long-term disability; 401(a) and 457 plans; medical enrollment includes a monthly \$150 City contribution to a Post-Employment Health Plan; bus/light rail pass; tuition reimbursement program; paid time off includes 12.5 paid holidays, 12 vacation days, and 15 sick days and personal leave days.

For more details, visit: [Unit 007 Benefits](#)

[Pension Information](#)

AA/EEO/D/V Employer – 251 West Washington, Phoenix, AZ 85003

This publication can be provided in an alternative format upon request.

Call: (602) 495-5700 TTY: (602) 261-8687



**City of Phoenix**

## *Employment Opportunity Project Manager- Housing Relocation Section*

### **MINIMUM QUALIFICATIONS**

- Four years of responsible experience in relocation, administration of housing related or social service programs, urban development, redevelopment, business assistance, capital improvement, design and/or construction projects at a level which required supervision or participation in the planning and programming processes
- Bachelor's degree in public or business administration, urban planning, architecture, engineering, construction management, economics, or a related field
- Other combinations of experience and education that meet the minimum requirements may be substituted
- The City job description can be found [here](#).
- All finalists for positions are subject to a criminal background check applicable to the department or position.
- For information regarding pre-screening and driving positions, [click here](#).
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

### **PREFERRED QUALIFICATIONS**

The minimum qualifications listed above, plus:

- Experience with federal compliance and federal reporting requirements.
- Experience in supervising and managing professional staff.
- May work more than 40 hours per week without additional compensation to perform assigned job duties, including weekends, evenings, nights, early morning hours, and holidays as required.
- Experience communicating effectively with members of diverse clientele groups, including disadvantaged and low-income families
- Experience working with relocation consultants and changing priorities
- Experience producing documents written in the English language using proper sentence structure, punctuation, grammar, and spelling. Excellent technical writing skills.

### **REFERENCE**

Project Manager, JC:08640, ID# 46107, 7/28/2022, USM, initials, Benefits:007

AA/EEO/D/V Employer – 251 West Washington, Phoenix, AZ 85003

This publication can be provided in an alternative format upon request.

Call: (602) 495-5700 TTY: (602) 261-8687



**City of Phoenix**

*Employment Opportunity  
Project Manager- Housing  
Relocation Section*

City of Phoenix employees commit to Work Smart, Spend Wisely, Be Kind.

City of Phoenix is an equal opportunity employer. AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply.

AA/EEO/D/V Employer – 251 West Washington, Phoenix, AZ 85003

This publication can be provided in an alternative format upon request.

Call: (602) 495-5700 TTY: (602) 261-8687

Page 4 of 4