

## **City of Hamtramck Community & Economic Development Neighborhood Stabilization Program (NSP 2) Assistant Project Manager**

The City of Hamtramck, Michigan is seeking a self-motivated individual to join the Community and Economic Development Department as a Neighborhood Stabilization Program (NSP 2) Assistant Project Manager. Under the administrative oversight of the Director of Community and Economic Development, the Neighborhood Stabilization Program (NSP 2) Assistant Project Manager will work closely with the City, Michigan State Housing Development Authority (MSHDA), and Capital Access, Inc. (MSHDA's NSP2 Project Manager), to manage mixed-use, and residential redevelopment of neighborhoods throughout the City.

This position is completely funded through the "Administration", and "Project Delivery" components of the NSP2 Grant.

**Key Responsibilities:** The Assistant Project Manager will assist with the implementation of Neighborhood Stabilization Program 2 production goals established by the city, partner land bank and MSHDA. The work will be intense and exciting for those who seek to help cities in weak markets reach their neighborhood economic development potential.

### **Cultivation of Program Partners**

- Help monitor procurement process for range of professional service providers including title companies, appraisers, environmental inspectors, housing counselors, viral marketers and developers and construction trades.
- Help draft professional service contracts, sub-recipient and developer agreements in accordance with City, MSHDA and HUD regulatory requirements.
- Monitor and support productivity of Program Partners towards achieving production goals based on Work Plan timelines.

### **Property Acquisition**

- Monitor and support acquisition process so that all acquisitions activities document compliance with MSHDA and HUD NSP2 regulations.
- Monitor and support staff so that property files are maintained electronically and with hard copy back-ups consistent with MSHDA NSP2 Policies and Procedures Manual.

### **Weekly Project Review Meetings**

- Prepare meeting agendas
- Keep meeting minutes
- Chart obligation of NSP2 Funds by activity.

### **Financial Management**

- Track grant obligation, expenditures, and draw requests.
- Help City Finance department prepare for periodic MSHDA and/or HUD audits.
- Maintain copies of all invoices and payments to provide audit trail that shows safe and sound financial management practices.

## **Qualifications:**

- Experience developing mixed-use, and affordable housing in an urban environment
- Experience coordinating/managing construction activities
- Experience managing federal funds such as CDBG, HOME, NSP, etc.
- Experience utilizing urban redevelopment tools including, but not limited to TIF, OPRA, Wayne County Turbo, PA 198 Tax Abatement, PA 328 Personal Tax Abatement, Neighborhood Enterprise Zones, etc.
- Ability to communicate with a diverse population.
- Experience concurrently managing several projects under tight deadlines.
- Bachelor's degree in Planning, Public/Business Administration, Urban Design, Architecture, or a related field and 3 years or more of experience is required. A Master's degree is highly desirable and may substitute for one (1) year of experience.

**About the Neighborhood Stabilization Program (NSP 2)** The City of Hamtramck is a member of the Michigan NSP 2 Consortium that recently received \$223,875,399.00 in funds (the largest award to a single entity) from the United States Department of Housing and Urban Development (HUD) to redevelop mixed-use and residential neighborhoods throughout the City.

The City of Hamtramck plans to invest its \$15,439,679.00 award in the rehabilitation of single-family homes, construction of new infill housing, redevelopment of key mixed-use property, and the deconstruction of blighted properties.

All funds must be expended by February 10, 2013.

## **About the Community and Economic Department:**

The Community and Economic Development Department manages all aspects of planning, community, and economic development for the City of Hamtramck. The Department provides staff to the Hamtramck Economic Development Corporation, Hamtramck Brownfield Redevelopment Authority, Hamtramck Downtown Development Authority, Plan Commission, and Zoning Board of Appeals. Ongoing responsibilities include: business retention, expansion, and attraction, environmental clean-up and redevelopment, site plan and zoning review, administration of the City's Community Development Block Grant, HOME, and Neighborhood Stabilization Program funds, redevelopment of affordable housing, industrial development, development of the City's first Historic Museum, redevelopment of the HATCH Artist Studio and Incubator, administration of Façade Improvement, and second story loft/rehabilitation programs, administration of several grants including a USEPA Brownfield Assessment Grant, and administration and implementation of the City's new Master Plan, etc.

**About the City of Hamtramck:**

Welcome to the City of Hamtramck “The World in Two Square Miles” a unique, diverse, urban enclave, located in the heart of the City of Detroit, and the Southeast Michigan. The City’s strategic location allows residents and businesses alike to take advantage of all the amenities of the City of Detroit and its suburbs, and is centered within 15 Miles of 2.3 Million people, and a total metropolitan population of 4.4 Million people. Historically known for its polish population and heritage, the Hamtramck of today is a true international city. While the polish population and tradition is still strong, the city has been strengthened by the addition of thousands of Bangladeshi, Yemini, and people from several other ethnic groups. Recent surveys confirm that 26 languages are spoken in the homes of Hamtramck students. True urban neighborhoods set Hamtramck apart from much of the Midwest due to a high quality of life supported by neighborhood grocery stores, restaurants, schools, access to parks, transit and many additional amenities. With a population density of approximately 15,000 residents per square mile, Hamtramck is comparable to the residential neighborhoods of much larger cities such as New York, Chicago, or London. While much of the City’s tax base is tied to the small businesses lining its traditional main streets, the City is also home to many large corporations such as American Axle and General Motors, which recently announced an investment of over \$300 Million in the company’s Hamtramck-Detroit facility where the company is building the much anticipated Chevrolet Volt hybrid-electric vehicle.

**Salary: +/- \$40,000 Depending of Qualifications**

**To Apply:**

Please submit a cover letter identifying the position you are interested in, a detailed resume, and references to, the Department of Human Resources, Hamtramck City Hall, 3401 Evaline, Hamtramck, Michigan, 48212 no later than 4 PM, February 18, 2011.

No late submittals will be accepted.

If you have any questions, please contact Jason E. Friedmann, Community & Economic Development Director at 313.870.0294, or [jfriedmann@hamtramckcity.com](mailto:jfriedmann@hamtramckcity.com)