The San Francisco Office of Community Investment and Infrastructure (OCII) is seeking an CFD Project Manager. This position is a two-year limited term assignment to develop an administrative structure for seven Community Facility Districts (CFDs) administered by the Office of Community Investment and Infrastructure. This structure will include defining, developing, and documenting a schedule of performance for all administrative tasks related to the CFDs, creating a structure to collaborate with the OCII Project Management Team in administering the CFDs, and developing a mechanism for coordinating CFD administration with the City and County of San Francisco. In coordination with the Human Resources Department, this position will also analyze the on-going staffing and recruitment needs for the CFD program.

**BRIEF DESCRIPTION:**
This position will manage and coordinate the activities of seven Community Facility Districts (CFDs) administered by the Office of Community Investment and Infrastructure, including exercising responsibility for the administration and coordination of all professional activities, such as contracting, and legal, financial and reporting requirements; coordinating with the City, Successor Agency and private entities to administer the CFDs; preparing and presenting information concerning CFDs to the Agency stakeholders.

**JOB RESPONSIBILITIES:**
The following list of duties and tasks represents the primary job responsibilities:

- Identify Agency goals, objectives, priorities and actions to be accomplished through the CFDs in consultation with executive management and technical specialists; manage the implementation and achievement of Agency project objectives for CFDs;

- Facilitate and coordinate multiple agencies involved in CFDs citywide to ensure consistent and effective implementation and monitoring of CFDs;

- Participate with top level management in planning, programming and implementing Agency activities in CFDs; ensure that decisions are made and, when appropriate, matters are referred to executive management for resolution or advisement;

- Collaborate with appropriate professional support divisions to secure their advice and to assign all professional and technical services required to achieve Agency objectives in accordance with mutually agreed-upon time frames in the assigned CFDs; direct and coordinate all assignments given to Agency technical and development staff to the overall project implementation; coordinate the administration of external consulting contracts legal and financial services;
• Develop and coordinate the implementation of financial plans for the funding of the publicly sponsored projects within CFDs; work closely with major financial interests, bond counsel, the City and County and others as needed; prepare or direct the preparation of detailed financial reports including budgets and cash flow statements; develop, prepare and administer CFD budget and staff requirements for all activities in collaboration with executive management;

• Establish contact with developers and/or owner participants; ensure that developers and/or owner participants comply with project agreements; and maintain contact with developers and/or owner participants;

• Assure delineation of tasks, schedule time lines, and coordinate technical/professional staff on a project basis to ensure maximum/timely production and achievement on CFDs; monitor and evaluate project activities/objectives/budget/time lines, recommending and documenting revisions/extensions as necessary;

• Identify need for and public information activities required by the project(s); direct and maintain communication with a wide range of groups, interests, organizations, institutions and individuals within assigned project areas to secure maximum citizen and community involvement in planning and execution of project activities;

• Represent the Agency by maintaining liaison with public and political officials, including those officials with special responsibilities or interests in CFDs in their district; may establish and maintain lines of communication and liaison with designated Federal, State, City and County agencies as required;

• Manage special projects as designated by executive management;

• Build and maintain positive working relationships with co-workers, other Agency employees and the public;

• Monitor local, state and federal legislation with impact on CFD administration and ensure program complies with all applicable reporting requirements, rules and laws;

• Perform related duties as required.

MINIMUM QUALIFICATIONS:
Minimum qualifications include any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

• At least ten years of progressively responsible work experience in finance, development, or project management. At least three years performing supervisory and managerial functions.

• Equivalent to a bachelor's degree from an accredited college or university with a degree in economics, planning, public policy or administration, real estate development, or a related field.
BENEFITS:

For your Health & Welfare Benefits
- Medical/Dental/Vision
- Basic Life Insurance & Accident, Critical Illness & Hospital Indemnity
- Supplemental Life Insurance (with optional dependent coverage)
- Health Care and Dependent Care Flexible Spending Accounts
- Employee Assistance Program

For your Financial Future
- CalPERS Pension Program-estimated 10.5% Employee Contribution
- Short-term Disability Insurance
- Long-Term Disability Insurance
- Deferred Compensation Plan

For your Work/Life Balance
- Paid holidays
- Vacation and sick leave accrual
- Commuter Benefits Program
- Wellness Program

APPLICATION PROCESS:
Applicants must submit and complete an application packet consisting of an OCII Job Application, resume, and cover letter. Materials can be found at here or at www.sfocii.org under Employment Opportunities.

PACKETS CAN BE EMAILED, FAXED OR MAILED TO:
EMAIL: april.ward@sfgov.org (PDF FORMAT ONLY) with name of position in subject line
MAIL: Office of Community Investment and Infrastructure
Human Resources Department – Attn: April Ward
1 South Van Ness Avenue – 5th Floor
San Francisco, CA 94103

Failure to submit all requested materials by the deadline will result in rejection of the application.