

Marin Public Financing Authority Executive Director Request for Qualifications

The [Marin County Public Financing Authority](#) (Authority), a new joint powers authority (JPA) between the County of Marin and the Marin County Office of Education, seeks an Executive Director.

The ideal candidate will have the following skills, knowledge and abilities:

- Expertise in tax exempt bonds, affordable housing financing, and various housing program regulations
- Familiarity with all phases of affordable housing development and ability to provide input, analysis, and feedback on work products of architects, engineers and consultants in the preparation of plans and documents.
- Principles, practices and methods as applied to planning, and development;
- Federal, State and local regulations dealing with land use and development;
- Real estate financing, development, marketing and administration of affordable housing;
- Negotiation techniques and strategies;
- Problem solving and conflict resolution practices and techniques;
- Project and workload planning;
- Principles and practices of management including fundamentals of budgeting and accounting systems;

Scope of work:

- Prepares and negotiates contracts and makes recommendations to the JPA Board.
- Meets and negotiates with housing developers, investors, and businesses to determine project scope and provide technical assistance, as well as promote development for the JPA.
- Monitors the development, construction, and implementation phases of affordable housing project(s) to ensure contract compliance.
- Monitor construction in progress, review payment requests, evaluate change order requests, resolve issues as they arise, and ensure compliance with various requirements.
- Provide updates and recommendations to JPA Board
- Serve as a project's contact person for all entities, including local, state and federal agencies as well as various community groups. Be able to address and handle issues that arise during the development process.
- Attends meetings and makes presentations to JPA Board, and various private and community organizations to discuss project status.
- Prepares reports involving research, analysis, writing, and presentations.
- Other duties as assigned