



Assistant General Manager, Development

LOCATION:	Wild Horse Pass Corporate Center
COMPENSATION:	\$100,431 - \$167,247 annually, DOE (Full Range)
HOURS OF WORK:	40 hours per week, full-time
FLSA STATUS:	Exempt
SUPERVISORY:	Yes
REPORTS TO:	WHPDA General Manager

POSITION SUMMARY: The position serves as a part of the Senior Management team of Wild Horse Pass Development Authority (WHPDA). The position has direct reporting responsibilities to the General Manager of WHPDA and is responsible for oversight of Development and the Development Team. Primary responsibility is implementation of approved WHPDA Master Plan, as well as other projects as directed by the General Manager.

DUTIES AND RESPONSIBILITIES:

- Coordinate with General Manager to implement phased development plan approved in WHPDA Master Plan
- Collaborate with General Manager in developing Annual Development Plan, synchronized with Community's goals
- Assist General Manager in soliciting proposals from qualified professional firms / consultants required for projects
- Assist General Manager in prioritizing and assessing proposals / projects based on Community's economic benefit
- Assist General Manager, WHPDA Senior Management, staff and consultants in project deliberation and negotiation
- Provide General Manager with regular status reports regarding current and future projects; ensuring conformance to all regulatory and local laws.
- Serve as WHPDA Development Point of Contact to Community Departments, other governmental entities or agencies, Design Professionals, General Contractors and consultants
- Assist Developers and consultants navigate Design Review process and Community Approval process
- Represent WHPDA at business meetings involving development activities or events relating to WHPDA projects, as directed by General Manager
- Represent WHPDA at Community and non-Community stakeholder meetings, events or functions as assigned or directed by General Manager
- Perform other duties as assigned or directed by General Manager
- Provide leadership and oversight to WHPDA Development Team, Design Professionals, Contractors and Consultants
- Assign WHPDA Development Team members specific projects or tasks as directed by General Manager
- Assembled qualified professional firms and consultants, as required, for development projects or task completion
- Ensure Project Plan for each project includes: Feasibility Study (performed by third party consultant, if required), Narrative, Schedule and Budget
- Collaborate with Development Team to produce Development status report to General Manager for WHPDA Board Agenda; report shall include: Narrative, Schedule, Budget and pertinent comments
- Collaborate with WHPDA staff, consultants and other stakeholders, to analyze market trends and conditions, cost indices and asset class mix, in order to make recommendations for negotiating lease terms and conditions
- Provide oversight of WHPDA Asset Leasing (performed by third party consultant), in order to identify potential tenants, negotiate lease terms & conditions and provide Lease Administration Services
- Ensure Project Managers thoroughly review all pay applications, provide all required back-up information, prior to approval; for their assigned projects

- Ensure Project Managers develop Quality Control Programs, in order for projects to meet specifications and industry standards. Project Managers and team members shall perform regular site visits and inspections
- Implement Building Inspection & Maintenance Program (performed by third party consultant) to ensure that Community owned real estate assets are properly maintained and code compliant
- Update WHP Design Guidelines (performed by third party consultant). Review projects within WHPDA land assignment, engaged in development or construction activity, for conformance to the Design Guidelines
- Manage the Design Review Committee meetings and schedule

JOB SKILLS & KNOWLEDGE

- Considerable knowledge and experience in land development, planning, construction and project management
- Considerable knowledge and experience in sustainable buildings, including energy efficient and renewable systems
- Highly developed regional professional real estate development, construction and design professional network
- Executive level professionalism, strong verbal and written communication skills
- Strong public speaking skills, ability to present complex information clearly and concisely
- Strong leader, team builder, hands on style of management, proactive problem solver
- Strong organizational skills, ability to prioritize time and responsibilities, in order to oversee multiple projects
- Strong administrative, general management skills and ability to exercise sound independent judgment
- Ability to understand and negotiate contracts - familiarity with AIA and ASCE contracts and general conditions
- Ability to prepare monthly and quarterly reports and analyze capital budgets
- Knowledge and experience working with Gila River Indian Community or other Native American Community

EDUCATION, EXPERIENCE & OTHER REQUIREMENTS:

- Must possess a valid AZ driver's license
- Bachelor's degree in Business or related field of study, architecture, planning or related field of study
- Master's degree preferred
- Minimum 20 years experience in real estate development management; AZ experience preferred
- A satisfactory result obtained through a test for illegal drugs is a requirement of employment
- Must acknowledge and agree to maintain a drug-free workplace as a condition of employment

COMPUTER SKILLS:

Required: Microsoft Word; Microsoft Excel; Microsoft Project; Internet Explorer; Microsoft Outlook.

LANGUAGE SKILLS:

Must have the ability to convey technical or complex ideas, clearly and concisely, verbally or in writing. Ability to respond to issues from Community members, WHPDA Board of Directors, General Manager and staff members, other stakeholders, regulatory agencies or any member of the business community. Ability to write speeches and articles for publication.

MATH SKILLS:

Ability to work with mathematical concepts such as probability and statistical inferences, discounts, interest, commissions, proportions, percentages and apply such concepts to practical situations

REASONING ABILITY:

Ability to define problems, collect data and establish facts, in order to analyze solutions and determine primary and secondary courses of actions.

WORKING CONDITIONS:

Work will be performed both inside and outside on a regular basis, in most weather conditions.

PHYSICAL DEMANDS:

Must be in reasonable physical condition, in order to meet the demands of assigned duties. While performing job duties, the employee will be assigned to an office environment. During the workday, the employee will be required to walk; use hands and fingers to handle, or feel; reach with hands and arms; and talk and hear. The employee is regularly required to sit; and occasionally required to climb, balance, bend, stoop, lift, carry, push, kneel, crouch, or crawl. The employee must regularly lift and/or move 10 pounds, and occasionally lift and/or move up to 25 pounds. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Preference is given to qualified members of the Gila River Indian Community.

The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

Questions – Contact:

Human Resources

Email: Resumes@wildhorsepass.com

Submit Resume and Cover Letter to:

Human Resources

5350 North 48th Street, Suite 310
Chandler, Arizona 85226

Position Posting Closes:

When filled

Employee Acknowledgment:

Sign: _____

Print: _____