

## **Available Position – Affordable Housing & Community Development Specialist**

### **About Us**

Laurin Associates was established in 1981 to provide pre-development feasibility analyses to for-profit and non-profit real estate developers, cities, counties, housing agencies and finance institutions. In December 2002, Laurin Associate merged with Raney Planning & Management, Inc. to provide a broader menu of services to private and municipal clients.

For over 40 years, Laurin Associates has been dedicated to providing excellent services to assist in the provision of affordable housing and community development. Laurin Associates has successfully worked on numerous projects with local municipalities, Housing Authorities, State agencies, including California Department of Housing and Community Development, and for-profit and non-profit developers. Laurin Associates' current specialties include:

- Affordable and Market Rate Housing Market Studies
- Prevailing Wage and Labor Compliance Monitoring
- Residential Relocation Plans and Implementation
- Financing Applications
- Housing and Community Development Studies
- Grant Applications, Implementation, and Administration
- HOME Project Administration
- Annual Monitoring for HOME-Assisted Rental Projects

Laurin Associates' parent company, Raney Planning & Management, Inc., has over 23 years of professional local government consulting. Raney services include contract planning and project management; CEQA/NEPA documentation; environmental impact reports and statements; initial studies and environmental assessments; and air quality analyses. As a multi-faceted organization, Raney Planning & Management, Inc. offers a wide variety of opportunities for employee growth. Raney is dedicated to providing high quality consulting services while maintaining a cohesive company culture. For more information about our firm, please visit our website at [www.raneymanagement.com](http://www.raneymanagement.com).

### **Skills and Qualifications**

Laurin Associates is seeking a full-time employee to work primarily in the Laurin Associates Division, with a focus on Affordable Housing Market Analysis and Grant Administration. An ideal candidate will possess:

- a minimum BA/BS and an interest in affordable housing and community development programs;
- previous experience in multi-family property management, with affordable housing property management experience strongly preferred;
- previous experience in construction and/or construction contract administration;
- excellent oral and written communication skills;
- strong project management abilities;
- the ability to cultivate and maintain relationships with a diverse client base;
- the ability to work independently, while prioritizing and managing multiple projects, budgets, and deadlines;

- the ability to interpret governmental regulations;
- the ability to conduct interviews and make public presentations;
- knowledge of basic mathematics and statistics; and
- experience with Microsoft Office programs and Adobe Acrobat.

Candidates who are fluent in English and Spanish are encouraged to apply. The position requires in-office presence and will require some overnight travel. The salary ranges from \$50,000 to \$65,000 per year depending on experience. Raney Planning & Management, Inc. also offers a competitive benefits package. Submit your resume attention Stefanie Williams, Vice President, by mail or email at: 1501 Sports Drive, Suite A, Sacramento, CA 95834 or [swilliams@laurinassociates.com](mailto:swilliams@laurinassociates.com).