



POSITION OPENING

June 2021

Hutchinson Housing and Redevelopment Authority Seeks Qualified Applicants for the Position of Executive Director

REPORTS TO: Hutchinson Housing and Redevelopment Authority Board of Commissioners

Under the direction of the Hutchinson Housing and Redevelopment Authority Board of Commissioners, the Executive Director implements the HRA's strategic goals/ objectives, administers its programs and activities and oversees all operations to insure efficiency, quality, and cost-effective management of resources.

Hutchinson Housing and Redevelopment Authority:

- DEED Small Cities Development Program
- City of Hutchinson Revolving SCDP funds
- City of Hutchinson TIF Owner Occupied Rehab Programs
- MHFA Rehabilitation Loan Program
- MHFA Emergency & Accessibility Loan Program
- MHFA Fix Up Fund Loan Program
- Down Payment Assistance Program repayments
- MHFA Impact Program
- TIF Requests for Rental Housing
- Low Rent Public Housing 101 units-Park Towers Apartments
- Capital Fund Program for Park Towers Apartments
- RAD Conversion Park Towers Apartments from Low Rent Public Housing to PBRA
- POHP for Public Housing Capital Improvements

DUTIES AND RESPONSIBILITIES:

1. Support the HRA Board of Commissioners by advising and informing members and implementing the Board's decisions.
2. Prepare and propose new policies or policy changes to the Board for adoption.
3. Compose Board agendas and informational packets.
4. Prepare yearly housing plans for the agency. Advise, assist and collaborate with the Board in the development of long-range strategic plans for the agency.
5. Oversee that the records of the agency are kept per Record Retention Policy/Plan.
6. Manage insurance policies to insure adequate coverage for Board, employees, liability and property.
7. Oversees the design, delivery, quality, and performance of programs and services insuring compliance with federal, state and local laws and regulations.
8. Oversees all funding source contracts and preparation of program reports.
9. Analyzes new program options and makes recommendations to the Board.
10. Writes grants or oversees grant writing to seek new funding sources for programs.

11. Manage the assets of the Authority and see that properties are maintained in good physical condition
12. Oversees all property capital improvement projects.
13. Oversees long-term capital improvement plans.
14. Oversees or prepares all reporting required by funding sources and federal, state or local law.
15. Establishes internal controls to insure the security of all paper and electronic data related to HRA clientele personal data, bank accounts, computer passwords for electronic reporting and keys to offices/rental properties.
16. Oversees, supervises and administers the financial operations of the agency.
17. Plans all program and annual budgets and recommends the annual budget to the Board and program budgets to owners or funding sources.
18. Monitors and reviews budget reports, expenditures, and investment decisions.
19. Designs, implements and monitors quality control and fraud prevention procedures.
20. Oversees or coordinates the purchases of supplies and services. Prepares request for proposals, bid documents and quote specifications in accordance with procurement policies.
21. Administers contracts and oversees contract work.
22. Oversees all program and annual audits.
23. Manages human resources of the Authority. Responsible to hire, train, set administrative salaries, supervise personnel, and carry out the personnel policy and compensation plan as adopted by the Board of Commissioners and in consult with the City of Hutchinson Human Resources Department. Monitor staff performance and perform regular employee performance evaluations.
24. Assures the agency, its mission and programs are consistently presented in a positive image to stakeholders and the general public.
25. Represents the HRA in meetings and interactions with outside agencies.
26. Monitors legislative initiatives that may impact agency programs.
27. Monitors community housing needs.
28. Serves as primary spokesperson and representative for the agency.
29. Act as a liaison between the HRA and community and build relationships with other peer organizations when appropriate.

REQUIRED QUALIFICATIONS

Bachelor's Degree in business, real estate, public administration, or related field and five (5) years relevant experience. Demonstrated experience in housing management, community development, public administration or a closely related field. Possess the National Development Council (NDC) Housing Development Finance Professional (HDFP) Certification within four years of employment. Two (2) years of supervisory experience.

DESIRED QUALIFICATIONS

Master's Degree or coursework in related field and seven (7) years of experience. Multi Housing Specialist Certification for RAD PBRA. Knowledge of Tax Increment Financing and bonds. Ability to structure complex development and redevelopment deals. Strong organizational abilities including planning, delegating, program development and task facilitation. Ability to convey a vision of the Hutchinson HRA strategic plan to staff, board and partners. Knowledge of grant writing and other fundraising strategies. Skills to collaborate with partners and funders. Strong written and oral communication skills and public speaking ability. Demonstrated ability to oversee and collaborate with staff. Ability to demonstrate sensitivity to the problems and

concerns of resident groups and the needs of special interest groups. Prior skills in budgeting, personnel management and public relations. Proven leadership ability, the skills necessary to provide management consultation, guidance and advice to officials on a broad range of public housing programs.

WORKING CONDITIONS

Full time position. Work is performed in a typical office environment. Considerable public contact. Early morning and evening hours for scheduled meetings. Responds to emergency situations, as required.

Current Salary Range: \$78,499 -\$117,769

Starting salary commensurate with qualifications and experience.

Position includes full benefit package:

- Housing Agency Retirement Trust (HART) retirement plan
- Employer provided insurance including health, dental, life and long-term disability
- Flexible spending account options
- Vacation and sick leave
- Paid holidays

APPLICATION REQUIREMENTS

All qualified applicants are encouraged to apply by June 25, 2021. This is the deadline date for the first review of applications. The position will remain open until filled.

To apply, please send a completed Hutchinson HRA application form, cover letter, resume, and a brief narrative (1 page) outlining the applicant's experience in the following areas: 1) Scope of Housing and Redevelopment Related Duties, 2) Financial background including budgeting, program and loan administration, and grant applications and administration, and 3) Work with a City Council, HRA Board, County Board, or other policy making entity to the attention of:

Brenda Ewing
Human Resources Director
City of Hutchinson
111 Hassan Street SE
Hutchinson, Minnesota 55350
E-mail: bewing@ci.hutchinson.mn.us

Application packets are available at City Center, on the HRA website at www.hutchinsonhra.com/, on the City website at www.ci.hutchinson.mn.us, and can be requested via e-mail at snelson@ci.hutchinson.mn.us or by telephone at 320-234-5608.

Questions regarding the application process may be directed to the City of Hutchinson Human Resources department at 320-234-5608.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk and use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

The duties listed in job descriptions are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.