

JOB POSTING



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Apply by Friday, September 3, 2021

TITLE	HRA Technician
DEPARTMENT	Hutchinson Housing & Redevelopment Authority
ACCOUNTABLE TO	HRA Executive Director
SUMMARY	Program Management of HRA City Center Housing Programs, Clerical duties supporting City Center HRA and Park Towers Support

DUTIES AND RESPONSIBILITIES

Program Management: SCDP Rental Rehab Program, MHFA Rehab Program, MHFA Fix Up Loan Program, City of Hutchinson TIF Rehab Program, SCDP Revolving Loan Fund Program, and Owner Match Programs.

1. Program marketing including home improvement blogs for HRA website.
2. Administer programs from client applications to the project completion.
3. Basic program record-keeping including maintaining rehabilitation files in accordance with applicable program requirements.
4. Maintain Contractor list.
5. Recommend Program changes.
6. Assist in preparation of applications to secure funding for programs.
7. Assist in preparation of HRA Program Annual and Periodic Reports.
8. Other duties as assigned by the HRA Executive Director.

Clerical Support:

1. Perform administrative tasks including taking minutes, sending out HRA Board packets, and answering the HRA City Center telephone.
2. Schedule meetings as directed.
3. Maintains records according to Record Retention Schedule.
4. Update apartment vacancy data annually.
5. Update foreclosure report quarterly.
6. Monitor and recommend changes to the HRA website.
7. Determine loan payoffs for loan programs.
8. Prepare loan payoffs and mortgage satisfaction documents.
9. Prepare loan subordination documents for HRA Board consideration.
10. Other duties as assigned by the HRA Executive Director.

Park Towers Support:

1. Submit annual POHP reports to MHFA.
2. Serve as back up emergency on-call at Park Towers, as needed.
3. Other duties as assigned by the HRA Executive Director

MINIMUM QUALIFICATIONS/REQUIRED KNOWLEDGE AND ABILITIES:

1. Post-secondary education with major coursework in business, community development, customer service, housing, urban planning, or one to three years of related work experience.
2. Must have excellent customer service and the ability to deal effectively and courteously with the public.
3. Strong attention-to-detail skills, organizational skills and program record-keeping ability;
4. Must have strong time management and multi-tasking skills and able to work independently.
5. Must have the ability to communicate effectively both verbally and in writing.
6. Working knowledge of word processing, spreadsheets and database software.
7. Must have a reliable mode of transportation, Minnesota Driver's License and maintain car insurance for the vehicle used to perform job duties for the duration of employment.
8. Must be able to attend trainings and secure certifications to perform job duties effectively;
9. Must have a satisfactory criminal background history.

EQUIPMENT

Personal computer and related software, printers, copier, scanner, telephone, and fax machine.

WORKING CONDITIONS

32 hours per week position. Office conditions at City Center. Public office hours are typically 8:00 a.m. to 4:30 p.m. with some early morning & evening meetings. Public contact.

Minimum Pay: \$19.32

CITY OF HUTCHINSON
ADDENDUM TO JOB DESCRIPTIONS 1995
TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

FOR POSITIONS: *Administrative, Clerical.*

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.

Revised August 2021