

# Lake County Housing & Redevelopment Authority

## Position Description

<b>JOB TITLE:</b> Executive Director	<b>REVISED:</b> 03/16/2023
<b>DEPARTMENT:</b> Administration	<b>FLSA:</b> Exempt
<b>REPORTS TO:</b> HRA Board of Commissioners	<b>SALARY:</b> \$75,000-\$90,000 DOQ

### **JOB SUMMARY:**

Plan, direct, and supervise the operations of the Housing and Redevelopment Authority by implementing HRA policies as approved by the HRA Board of Commissioners.

### **ESSENTIAL FUNCTIONS/RESPONSIBILITIES:**

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Work directly with the HRA Board of Commissioners on the development of all policies affecting the Lake County HRA, including strategic initiatives, economic feasibility, sound business planning, and management.
2. Work collaboratively with a variety of partners and stakeholders, including developers and contractors, to address future organization strategy and positioning in the affordable housing market and redevelopment opportunities.
3. Provide quality materials and staff support to the Board to enable them to maximize the effectiveness of their governance of the Authority.
4. Facilitate the strategic planning and economic forecasting processes for the Board annually.
5. Provide for the development of new programs to serve organizational and community goals in collaboration with community partners and state and federal agencies.
6. Oversee the development, implementation, and updates of Lake County HRA programs.
7. Oversee the full operations of the Authority, including any federal, state, and local programs the HRA may administer.
8. Prepare and submit to the board an annual operating budget proposal. Provide monthly financial reports to the Board and approve HRA expenditures in accordance with approved budget.
9. Develop and track applications for funding of assisted housing programs from federal, state, or local agencies.
10. Prepare reports and independently represent the HRA at meetings of County Board, State and Federal agencies, and other venues where HRA business is being conducted or issues of interest to the HRA are being discussed.
11. Communicate with local state and federal officials as required and appear before appropriate boards, commissions, and committees to present Agency objectives and programs. Develop and maintain relationships with federal, state, and local government agencies whose work focuses on or impacts housing and residents who face housing challenges. Assure that governmental and public relations activities create a favorable image of the Authority on a national, state, and local level.
12. Develop new programs as identified to serve organization and community goals in collaboration with community partners, local departments, and state and federal agencies.
13. Oversee property management functions of Lake County HRA
14. Assume responsibility for the full operations of the Agency including oversight of all federal programs administered by the Agency.

**MINIMUM QUALIFICATIONS:****Education and Experience**

- Bachelor's degree in community development, public administration, business administration, or a bachelor's degree in another field combined with experience working with housing programs. A Master's degree in one of these fields is preferred or an equivalent combination of education and experience.
- Demonstrated experience in project management and development team leadership.
- Must be proficient in using Windows and Microsoft Office applications (Microsoft Word, Excel, and PowerPoint), as well as video conference software.
- Experience in budget planning and financial management.
- Demonstrated success in writing, securing, and managing grants from public agencies and private foundations.
- Broad experience in communication, marketing and promotion through electronic communication, social media, and newspapers.
- Ability to work collaboratively and build strategic relationships with community partners, developers, contractors, as well as groups and colleagues at the local, state, and federal levels.
- Ability to collect and analyze data or situations and develop creative ways to solve a problem or create a solution.
- Skill in public speaking, creating & delivering presentations to individuals and groups.

**Required Certifications/Licenses**

- Must have a valid driver's license.

**DESIRED ATTRIBUTES:**

The Lake County HRA seeks candidates who are:

- Visionary
- Critical thinkers who can generate new and creative ideas
- Familiar with the needs of rural communities
- Experienced with housing development programs
- Experienced in building programs and expanding organizational capacity
- Experienced in economic development
- Community-focused
- Approachable and collaborative
- Adaptable and able to take advantage of new opportunities

**WORKING ENVIRONMENT:**

- Much of the work of the position will occur in an office. Duties include some evening and weekend hours to meet with community partners and stakeholders. The Lake County HRA values work-life balance and will offer flexible scheduling.

**PHYSICAL REQUIREMENTS OF THIS POSITION:**

- Sit or stand at a desk for extended periods of time to perform work at a computer and/or talk on the phone.
- Hear and speak effectively with or without accommodations to communicate in person, on camera, and over the phone with contacts listed under Internal/External Relationships above.
- Visual acuity to read computer screens and documents and to see to drive a vehicle.
- Apply physical coordination to safely drive an automobile throughout the county under various road and weather conditions.
- Physical ability to move to and about the various work sites entailed in Essential Functions above.

- Manual dexterity to:
  - a. Type on a keyboard and use a computer mouse.
  - b. Perform manual tasks such as handwriting and compiling material.
- Office work may include reaching for documents and supplies, standing, or kneeling to search through file cabinets, fingering to find files, grasping documents, and repetitive motions such as typing and sorting/compiling material.
- Ability to climb stairs, walk and traverse uneven and other outdoor terrain and indoor buildings that may not be ADA compliant.
- Ability to lift and carry up to 25 pounds.

**Application Process:**

We request that interested and qualified applicants submit the following:

- Letter of introduction and interest
- Current resume
- Writing sample
- Professional references

Submit to:      Lake County Human Resources Department  
616 Third Avenue,  
Two Harbors, MN 55616  
[hr@co.lake.mn.us](mailto:hr@co.lake.mn.us)  
fax: (218) 834-8482