

April 21, 2023

## EMPLOYMENT NOTICE

**POSITION: HRA EXECUTIVE DIRECTOR**

The Lake County Housing and Redevelopment Authority (HRA) is accepting applications for an **Executive Director**

**SALARY:** \$75,000 - \$90,000 depending on qualifications

**CLOSING DATE: Open until filled; initial review May 19, 2023**

To apply, submit a letter of introduction and interest; current resume; writing sample; and list of professional references to Lake County Human Resources Department at 616 Third Avenue, Two Harbors, MN 55616 or [hr@co.lake.mn.us](mailto:hr@co.lake.mn.us).

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Community Development, Public Administration, or Business Administration; or Bachelor's degree in related field and combined with experience working with housing programs; or an equivalent combination of education and experience and a valid Driver's license.

**DESIRED QUALIFICATIONS:**

Master's degree in Community Development, Public Administration, or Business Administration. Experience in Economic Development.

**RESPONSIBILITIES:**

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

**BACKGROUND CHECK:**

Applicants selected for appointment must pass a criminal background check.

**PHYSICAL-MEDICAL STANDARDS:**

Applicants must meet essential physical requirements of the position.

**EMPLOYMENT ELIGIBILITY VERIFICATION:**

Hired candidate will need to complete and sign employment eligibility verification form on the first day of employment. Documentation verifying identity and employment eligibility must be submitted within three days of the first day of employment.

**APPLICATION INFORMATION:**

Position description may be obtained by contacting Lake County Human Resources Department, 616 Third Avenue, Two Harbors, MN, 55616; or Lake County Service Center, 99 Edison Boulevard, Silver Bay, MN, 55614; or website: [www.co.lake.mn.us](http://www.co.lake.mn.us).

**ACCOMMODATION:**

Applicants who wish to request accommodation to application process should contact Lake County Human Resources at (218) 834-8394.

**NON-DISCRIMINATION:**

Lake County HRA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, creed, sex, age, color, national origin, religion, disability, sexual orientation, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, genetic information, or any other protected classification.