

HRA of Stearns County • Position Description

Position Title: Executive Director

Department: Administration

Immediate Supervisor: HRA Board

Date of Latest Revision: November 2017

Position Summary

To provide overall visioning, planning, leadership for, and ongoing evaluation of the Housing and Redevelopment Authority (HRA) of Stearns County, in a manner that consistently achieves and advances the organization's mission to address the housing, community, and economic development needs of the County's residents.

Specific Position Deliverables

I) Common Deliverables Across All Stearns County HRA Positions

CD1) Demonstrates by personal example the integrity and commitment expected from all HRA staff

CD2) Demonstrates a clear commitment to achieving and advancing the organization's mission, objectives, and strategic initiatives through consistently visible and effective leadership of the organization and assigned staff; effective structuring and management of assigned function(s); professional growth and development; and advocacy for continuous improvement of initiatives and programs that meet the housing related needs of County residents.

C3D) Develops and maintains collaborative work relationships that contribute to a pleasant and productive work place.

CD4) Developing and maintaining a thorough working knowledge of all organizational policies, procedures and practices applicable to this position in order to help facilitate uniform compliance throughout the Agency.

CD5) Demonstrating by personal example the service excellence and integrity expected from all personnel.

CD6) Developing respectful and cooperative working relationships and actively assisting newer staff members so that their respective position responsibilities can be performed with confidence as quickly as possible.

CD7) Conferring regularly with and keeping one's immediate supervisor informed of all important matters pertaining to those functions and position responsibilities for which accountable.

CD8) Representing the Agency in a professional manner that helps maintain and enhance the organization's image and impact in the communities being served.

II) Office Management Deliverables for This Position

OM1) Develops, communicates and provides effective oversight over all HRA policies, procedures and practices that apply to this position so that work responsibilities at all levels of the organization can be performed purposefully, confidently and independently within each position's delegated authority and responsibility parameters.

OM2) Implements all HRA by-laws, obligations and initiatives in a manner consistent with applicable laws, regulations and directives of the Board.

OM3) Directs all aspects of Agency administration, conducting all business planning, implementation and evaluation transactions in a legal, ethical and financially-prudent manner that is consistently affirmed by the Board, Federal program audits and the those residents being served.

OM4) Researches, evaluates and implements housing development including, but not necessarily limited to: new housing development; acquisitions; redevelopment; Department of Employment and Economic Development (DEED) in a manner that is effective in creating sustainable programs that meet identified housing needs throughout the County.

OM5) Oversees and directs Agency activities when performing specific community development and economic development planning, implementation and evaluation accountabilities of this position.

OM6) Recruits, hires, develops and supports all HRA personnel so that each is able to communicate Agency programs and procedures in a positive and helpful manner.

OM7) Seeks and maximizes opportunities to communicate the Agency's purpose and programs and new initiatives to outside organizations and the general public through

involvement with community organizations with kindred missions; participation in public / private forums, and developing effective working relationships with interest groups related to affordable housing, community, & economic development.

OM8) Develops, communicates and implements policies, procedures and expectations related to overall human resources issues (staff development, financial management, job design, performance management, physical facilities / workspace) in a manner that results in a uniform understanding and compliance by all personnel.

OM9) Provides effective and timely supervision and work direction to Stearns County HRA staff within the authority and management parameters of this position.

OM10) Performs other Agency-related accountabilities as apparent or as directed by the Board.

III) Board Support Deliverables for This Position

BS1) Collaborates with the Board to establish policies and initiatives to ensure sound, defensible, fiscal and administrative / management outcomes that are consistently confirmed and affirmed by annual audits and the successful attainment of annual goals.

BS2) Regularly develops and presents short-term and longer term operational and achievement goals for action by the Board, and consistently achieves those goals as approved by the Board.

BS3) Develops and presents an annual budget for Board action required to support and advance the organization's initiatives and oversees all financial relationships and transactions within delegated authority as the HRA's chief financial officer.

BS4) Keeps the Board informed of all important issues, operational / administrative actions, and outcomes required for it to make sound governance decisions and provide clear directives.

BS5) Represents the Board effectively as its Chief Executive Officer in developing, managing and sustaining a wide variety of key political and business relationships.

IV) Typical Working Environment

Typically inside work with local & regional business-related travel on a regular basis.

V) Selection Criteria to Qualify for This Position:

Required Qualifications:

- Bachelor's Degree
- Related experience in housing, community development and/or economic development

Preferred Qualifications:

- Master's Degree
- Eight years or more related experience in housing, community development and/or economic development
- * Certification as a Certified Economic Development Financial Professional (CEDFP) is expected for this position.