

  
**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: April 11, 2011  
Item No.: 12.c

Department Approval

City Manager Approval



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Item Description: Authorization to create the Housing Program Manager position for the Roseville Housing and Redevelopment Authority (RHRA)

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1 **BACKGROUND**

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3 In 2007, the City Council reorganized the RHRA staffing to have the Community Development  
4 Director serve as the Executive Director of the RHRA and created a new position, the Housing Program  
5 Coordinator, to directly work on RHRA issues. These changes were implemented in recognition that  
6 the RHRA was going to take a greater role in advocating and promoting safer and affordable housing  
7 within the community. For the past three years, the RHRA has worked under this staffing structure and  
8 has considerably advanced the RHRA mission and priorities that was outlined in the RHRA Strategic  
9 Plan.

10  
11 For the past few months, the Executive Director has worked with the RHRA Board to review the  
12 organizational structure. Based on the discussion, the Executive Director, with approval of the RHRA  
13 Board, is proposing that the Housing Program Coordinator position be reclassified to a new position,  
14 the Housing Program Manager. The new position will reflect actual job duties that the Housing  
15 Program Coordinator has undertaken during the past three years. The previous job description for the  
16 Housing Program Coordinator was inadequate in detailing the responsibilities for the position. (For  
17 instance, there was no mention of working on the Living Smarter Home and Garden Fair in the job  
18 description).

19  
20 As the job description was being modified to reflect the actual job responsibilities, it became clear that,  
21 based on the responsibilities, that the position should be reclassified. The Executive Director worked  
22 with the City's Human Resources Manager and the City Manager in making sure that the position was  
23 properly classified. As a result of that work, the Housing Program Manager position was created.

24  
25 Staff has attached the job description for the Housing Program Coordinator and the new job  
26 description for the Housing Program Manager for the City Council's review.

27 **POLICY OBJECTIVE**

28 The proposed change in job classification for the current Housing Program Coordinator to Housing  
29 Program Manager will reflect actual job duties undertaken by the staff person in the position and will  
30 allow the RHRA to better implement its work plan and strategic plan.

31 **FINANCIAL IMPACTS**

32 The budgetary impacts for the position reclassification will be approximately \$1,600 (salary and  
33 benefits).

34 **RECOMMENDATION**

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36 The RHRA Board recommends that the City Council authorize the reclassification of the Housing  
37 Program Coordinator position to the Housing Program Manager position, and that Jeanne Kelsey,  
38 currently the Housing Program Coordinator, be promoted to the Housing Program Manager position,  
39 retroactive to January 1, 2011.

40 **REQUESTED COUNCIL ACTION**

41 Motion to authorize the reclassification of the Housing Program Coordinator position to a Housing Program  
42 Manager position, and further move that Jeanne Kelsey, currently the Housing Program Coordinator be  
43 promoted to the Housing Program Manager position, retroactive to January 1, 2011.  
44

45 Prepared by: Patrick Trudgeon, RHRA Executive Director (651) 792-7071

46 Attachments: A: Housing Program Coordinator Job Description  
47 B: Housing Program Manager Job Description

CITY OF ROSEVILLE	JOB DESCRIPTION
Job Description Title: <b>Housing Program Coordinator</b>	FLSA Status: <b>Non-Exempt / Non Union</b>
Department/Division: <b>Community Development</b>	Position Status: <b>Regular Part-Time ½ (20 - 29 hours/week)</b>
Accountable To: <b>HRA Executive Director</b>	Salary Grade: <b>Non-Exempt Grade 11</b>
Prepared By: <b>John Stark</b>	Revision Date: <b>May 2007</b>

**Job Summary:**

To coordinate housing programs administered by the Roseville Housing and Redevelopment Authority (RHRA) and the City of Roseville and to assist the RHRA Executive Director and Community Development Director in policy-level housing issues.

**Scope of Responsibility:**

Performs mid level professional housing work and advanced troubleshooting and analysis under established parameters, with some independence and moderate functional financial impact, under the limited supervision, and is reviewed through conference and reports. Works under the general supervision of the Community Development Director and the Executive Director of the Housing and Redevelopment Authority. Coordinates advisory task force groups, legal notices, record keeping and other special projects as assigned. Has no supervisory responsibility. Provides daily and continuous public and staff contact, requiring a high degree of tact, courtesy, and sound judgment. Develops and maintain positive and effective working relationships with the City Council, City staff, staff of other agencies, Planning Commission, HRA, and business and community customers.

**Essential Duties and Responsibilities:**

1. Administer Housing Programs.
  - Manage existing loan funds, second mortgages and design grants to meet housing goals and ensure program objectives.
  - Oversee developments that are required to include workforce housing component and monitor requirements such as long-term affordability, income limitations, sales prices, etc.
  - Prepare and implement a marketing program for RHRA housing programs and services.
  - Manage the RHRA housing fund and allocate funds in accordance with statutory requirements and the RHRA Housing Plan.
  
2. Assist the RHRA Executive Director in implementing the strategies, programs and objectives of the RHRA Housing Plan.

The Housing Program Coordinator would assist the Executive Director in facilitating and coordinating housing development and would work with housing partners, private developers and other city staff to assist in the implementation of the Housing Plan as follows:



- Develop proposed housing goals for owner-occupied and renter-occupied housing, both new construction and rehabilitation.
- Estimate financial resources needed to meet housing goals.
- Determine sources and recommend amounts of City assistance to housing projects.
- Recruit developers that specialize in housing to the city.
- Identify and maintain an inventory of available sites for new development and target areas for rehabilitation and conversion to housing.
- Create a list of housing funding sources including the city's resources and external resources including timelines for procurement and expenditures.
- Develop and administer a GAP financing program to assist developers based on city and external financial resources.
- Determine the value of regulatory waivers and fee reductions that would be feasible or allowable for specific types of housing developments.
- Develop relationships/partnerships with housing developers from both private and public sectors.
- Establish roles and set goals and outcomes for development partners.

### 3. Work with RHRA.

The Housing Program Coordinator will work with the RHRA to implement the Housing Plan goals and objectives

- Work with the RHRA to establish housing production goals for both owner-occupied and renter-occupied housing.
- Work with the RHRA to determine sources and amount of city capital investment in assistance to projects.
- Develop RHRA funding criteria, applications and grant agreements.
- Provide updates to the City Council and RHRA on housing activities and goal progress.
- Develop performance measures to identify success of efforts.
- Manage the preparation of monthly agenda, minutes, reports, resolutions and other support information for the meetings of the RHRA and attend all RHRA monthly and special Board meetings

### 4. Administer Grants.

The Housing Program Coordinator would prepare and submit grant applications under the supervision of the Executive Director and Community Development Director to leverage RHRA funds and administer those grants once received:

- Develop projects and prepare grant applications to funding agencies (Ramsey County, Metropolitan Council, the Minnesota Housing Finance Agency, Family Housing Fund, Federal Home Loan Bank, others).

### 5. Work with the Metropolitan Council.

The Housing Program Coordinator will assist the RHRA Executive Director in working with the Metropolitan Council on housing issues, including assistance on such issues as:

- Prepare and submit Metropolitan Council Livable Communities Act annual reports and surveys.
- Report on progress toward housing goals.



- Report on activities and directives taken by the city and RHRA to encourage or increase workforce housing.
- Prepare housing chapter for the city's Comprehensive Plan.

6. Coordinate with Housing Partners.

The Housing Program Coordinator would work with housing providers to meet the RHRA's housing goals, including:

- Ramsey County HRA
- Greater Metropolitan Housing Corporation – Housing Resource Center
- Local area bankers and Realtors
- Rondo Community Land Trust
- Affordable Housing Developers
- Habitat for Humanity
- Private developers specializing in workforce housing

**Minimum Qualifications:**

Bachelors degree in Planning, Housing, Community Development, Public Administration, or related degree plus 3-4 years of related experience or equivalent. Progressive experience related to administering housing programs is preferred.

Has in depth knowledge of financial strategies for funding housing programs, a working knowledge of applicable City, state, and federal laws and regulations, housing programs and practices, housing financing and analytical skills necessary to interpret a wide range of financial data. Able to organize and coordinate support from professional and technical staff, legal and financial consultants, and others to insure successful completion of projects while working on several projects simultaneously. Poses excellent written and verbal communications skills as well as analytical and critical thinking abilities.

**Physical Demands & Working Conditions:**

Most work is in a normal office environment however some site visits, community inspections and meetings require driving. Limited lifting of up to twenty-five pounds or less is required less than 15 percent of the time. Approximately 45 - 70% of the time, work is performed at a high level of detail or pressure of deadlines.



CITY OF ROSEVILLE	JOB DESCRIPTION
<b>Job Description Title: Housing Program Manager</b>	<b>FLSA Status: Exempt / Non Union</b>
<b>Department/Division: Community Development</b>	<b>Position Status: Regular Part-Time (20 – 29 hours/week)</b>
<b>Accountable To: HRA Executive Director</b>	<b>Salary Grade: 13</b>
<b>Prepared By: Patrick Trudgeon</b>	<b>Revision Date: January 2011</b>

**Job Summary:**

To coordinate and manage the housing programs administered by the Roseville Housing and Redevelopment Authority (RHRA) and the City of Roseville and to participate with the RHRA Executive Director and Community Development Director in policy-level housing issues. The Housing Program Manager runs the day-to-day operations of the Roseville HRA.

**Scope of Responsibility:**

1. Administer Housing Programs.
  - Manage existing loan funds, second mortgages and design grants to meet housing goals and ensure program objectives.
  - Oversee developments that are required to include workforce housing component and monitor requirements such as long-term affordability, income limitations, sales prices, etc.
  - Prepare and implement a marketing program for RHRA housing programs and services.
  - Manage the RHRA housing fund and allocate funds in accordance with statutory requirements and the RHRA Housing Plan.
2. Implement the programs and objectives of the RHRA Housing Plan.

The Housing Program Manager along with the Executive Director facilitates and coordinates housing development and works with housing partners, private developers and other city staff to assist in the implementation of the Housing Plan as follows:

- Develop proposed housing goals for owner-occupied and renter-occupied housing, both new construction and rehabilitation.
- Estimate financial resources needed to meet housing goals.
- Determine sources and recommend amounts of City assistance to housing projects.
- Recruit developers that specialize in housing to the city.
- Identify and maintain an inventory of available sites for new development and target areas for rehabilitation and conversion to housing.
- Create a list of housing funding sources including the city's resources and external resources including timelines for procurement and expenditures.
- Develop and administer a GAP financing program to assist developers based on city and external financial resources.
- Determine the value of regulatory waivers and fee reductions that would be feasible or allowable for specific types of housing developments.
- Develop relationships/partnerships with housing developers from both private and public sectors.
- Establish roles and set goals and outcomes for development partners.



3. Work with RHRA Board.

The Housing Program Manager will work with the RHRA to implement the Housing Plan goals and objectives

- Work with the RHRA Board to establish housing production goals for both owner-occupied and renter-occupied housing.
- Work with the RHRA Board to determine sources and amount of city capital investment in assistance to projects.
- Develop RHRA Board funding criteria, applications and grant agreements.
- Provide updates to the City Council and RHRA Board on housing activities and goal progress.
- Develop performance measures to identify success of efforts.
- Manage the preparation of monthly agenda, minutes, reports, resolutions and other support information for the meetings of the RHRA Board and attend all RHRA monthly and special Board meetings

4. Administer Grants.

The Housing Program Manager would prepare and submit grant applications under the supervision of the Executive Director and Community Development Director to leverage RHRA funds and administer those grants once received:

- Develop projects and prepare grant applications to funding agencies (Ramsey County, Metropolitan Council, the Minnesota Housing Finance Agency, Family Housing Fund, Federal Home Loan Bank, others).

5. Work with the Metropolitan Council.

The Housing Program Manager will assist the RHRA Executive Director in working with the Metropolitan Council on housing issues, including assistance on such issues as:

- Prepare and submit Metropolitan Council Livable Communities Act annual reports and surveys.
- Report on progress toward housing goals.
- Report on activities and directives taken by the city and RHRA to encourage or increase workforce housing.
- Prepare housing chapter for the city's Comprehensive Plan.

6. Coordinate with Housing Partners.

The Housing Program Manager would work with housing providers to meet the RHRA's housing goals, including:

- Ramsey County HRA
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- Local area bankers and Realtors
- Rondo Community Land Trust
- Affordable Housing Developers
- Habitat for Humanity
- Private developers specializing in workforce housing



## 7. Organize Living Smarter Home and Garden Fair

The Housing Program Manager is responsible and in charge of the annual Living Smarter Home and Garden Fair and all operations related to the event, including:

- Select date and location of event
- Determine and select exhibitors and seminars
- Organize volunteers and work with steering committee
- Manage all marketing efforts related to event
- Supervise and direct administrative staff support related to LSHG

### **Essential Duties and Responsibilities:**

- Working knowledge of housing programs and practices.
- Working knowledge of housing financing and analytical skills necessary to interpret a wide range of financial data.
- Ability to organize and coordinate support from professional and technical staff, legal and financial consultants, and others to insure successful completion of projects.
- Ability to work with and talk to the public providing advice on information necessary to satisfy questions or concerns relating to housing programs.
- In depth knowledge of financial strategies for funding housing programs.
- Ability to develop and maintain good working relationships with other employees.
- Ability to develop and maintain positive and effective working relationships with the elected and appointed officials and business and community leaders.
- Ability to generate documents using word processing and spreadsheet software applications.
- Ability to work on several projects simultaneously
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relations with others, and to exercise good judgment in all public relations contacts.
- Knowledge of applicable City, state, and federal laws and regulations.

### **Minimum Qualifications:**

Bachelors degree in Planning, Housing, Community Development, Public Administration, or related degree; and; One or more years of experience in administering housing programs.

### **Desired Qualifications:**

Masters degree in Planning, Housing, Community Development, Public Administration, or related degree; and; Three or more years of progressive experience related housing program coordination.

### **Extent of Supervision:**





Works under the general supervision of the Community Development Director and the Executive Director of the Housing and Redevelopment Authority.

**Responsibility for Public Contact:**

Continuous public contact, requiring tact, courtesy and good judgment.

**Supervision of Others:**

Supervises administrative staff for the Living Smarter Home and Garden Fair

**Physical Demands & Working Conditions:**

Most work is in a normal office environment. Limited lifting of twenty pounds or less is required.