

PROGRAM MANAGER

DEPARTMENT	TITLE OF IMMEDIATE SUPERVISOR	CLASSIFICATION
Community & Economic Development	Director of Community & Economic Development	109 - Exempt

JOB SUMMARY

The Dakota County Community Development Agency (CDA) is seeking a dynamic leader to fill the role of Program Manager on the Community & Economic Development team. This supervisory position oversees a variety of government-funded housing programs including the Weatherization Assistance Program (WAP), Housing Counseling (Homeownership Programs), and Neighborhood Stabilization Program (NSP). This position also assists with economic development initiatives that support small businesses. This supervisory position is not meant to be the technical expert but oversee implementation of programs, ensure program compliance, and oversee and support technical staff.

The Community & Economic Development department assists private and non-profit developers of affordable housing with a variety of financing tools and works with Dakota County cities on activities that promote economic development, revitalize housing, redevelop blighted areas, and strengthen local services. The department assists homebuyers and homeowners through home improvement loans, weatherization grants, homebuyer education, pre-purchase counseling and foreclosure prevention.

The Dakota County CDA's mission is to improve the lives of Dakota County residents and enhance the economic vitality of communities through housing and community development. For more information about the CDA visit: www.dakotacda.org.

TASK #	ILLUSTRATIVE TASKS	ESTIMATED FREQUENCY
1.	<p>Manage Weatherization Assistance Program.</p> <ul style="list-style-type: none"> • Develop annual budgets and amended budgets for all funding sources. • Coordinate signatory of all funding source documentation from the State of Minnesota Department of Commerce and utility company sources. • Oversee and monitor monthly expenses. • Develop weatherization specific policies, as required by funders, in consultation with Weatherization Coordinator. • Develop Request For Proposals (RFP) seeking contractors, analyze responses, make recommendations, write contract agreements, write amendments. • Oversee contractors' required certifications and annual submittals. • Coordinate annual State of Minnesota administrative monitoring (draft written responses, participate in monitoring sessions, etc.). • Assist Weatherization Coordinator with annual State of Minnesota technical field monitoring. • Meet regularly with individual Weatherization Team members. • Coordinate, in assistance with Weatherization Coordinator, regular Weatherization Team meetings. 	20%
2.	<p>Manage Homeownership Programs.</p> <ul style="list-style-type: none"> • Oversee activities of homeownership team (currently consisting of one Homeownership Specialist); grow team as new funding opportunities arise. • Secure and administer funding for staff and program activities to ensure funding levels are sufficient to continue program activities. <ul style="list-style-type: none"> ○ Includes evaluating grant opportunities, writing grant applications, review grant agreements, and administer grant funds. • Manage reporting and compliance with funding regulations (HECAT, HUD). • Develop new programs to assist first time homebuyers in Dakota County. • Serve as backup housing counseling advisor for all programs. 	20%
3.	<p>Supervise the Weatherization Program and Homeowner Program staff.</p> <ul style="list-style-type: none"> • Supervise the Weatherization Team including the Weatherization Coordinator, Weatherization Specialist(s), Limited Term Weatherization Specialist and Program Support Assistant. • Supervise the Homeownership Team including the Homeownership Specialist and any future Program staff. • Provide performance feedback and training opportunities as needed to ensure staff have information necessary to perform effectivity in their roles. 	30%

	<ul style="list-style-type: none"> • Oversee the job performance and work product of assigned department staff including program administration and operations. • Interview and make hiring recommendations. • Train staff in department/agency procedures. • Manage performance; plan for employee development, conduct performance evaluations, grant merit increases and recommend/take appropriate disciplinary action. • Advise Department Director in determining staffing and training needs. • Advise Department Director of performance problems. • Review, revise and develop job descriptions with employee involvement. • Establish employee work schedules and monitor compliance with work schedules. • Ensure adequate staff coverage, assess and adjust staff work caseloads, confer with staff regarding workload status. • Review and approve flex leave requests, leaves of absence and timesheets; authorize overtime within budget limits. 	
4.	<p>Manage Neighborhood Stabilization Program (NSP).</p> <ul style="list-style-type: none"> • Serve as main contact for NSP for funders (Minnesota Housing Finance Agency and U.S. Housing & Urban Development – HUD), developers, the public, and other partners. • Oversee, track and monitor monthly and annual expenses. • Manage reporting and compliance for the two NSP grants. • Coordinate with Housing Finance Manager to finalize development and financing for remaining NSP real estate lots. • Seek board action to sell and develop properties (write requests for board action – RBAs, set public hearings, etc.). • Coordinate and conduct all final requirements to properly close out two NSP grants. 	15%
5.	<p>Assist in the administration of community and economic development programs.</p> <ul style="list-style-type: none"> • Serve as main point-of-contact for small business initiatives. • Oversee agency's contracts for Open To Business and CEO Next business programs. Assist with marketing and outreach to reach program goals. • Review new and existing program initiatives; research funding availability; develop and prepare funding applications. • Conduct research and compile information; gather and analyze data, provide statistical analysis and outcome measurement research. • Prepare and present data through reports, presentations and other information pieces. • Represent the CDA at public meetings. 	15%
6.	<p>Perform special projects as assigned.</p> <ul style="list-style-type: none"> • Perform special projects as requested by the Director of Community & Economic Development. • Act as a responsible authority for the department in the absence of the Director or Assistant Director, including department supervision. 	As needed
7.	<p>Act as a positive representative of the CDA.</p> <ul style="list-style-type: none"> • Promote a positive image of the CDA to clients. • Develop and maintain a good working relationship with CDA employees, vendors and contractors working with the CDA. • Answer calls and emails within 24 business hours. • Handle calls or meetings with irate parties in a professional manner to diffuse the issue/conflict. • Must abide by all Board approved policies, policies prohibiting discrimination and harassment, executive communications, administrative procedures, and safety procedures established by the CDA. 	On-Going

QUALIFICATIONS – Specific training or job experience required before appointment.

Minimum Qualifications:

- A combination of five years related education and/or experience, with demonstrated experience in managing staff and programs.
- Bachelor's degree in Public Administration, Housing, Planning, Finance or related field.

Preferred Qualifications:

- Master's Degree in a related field.

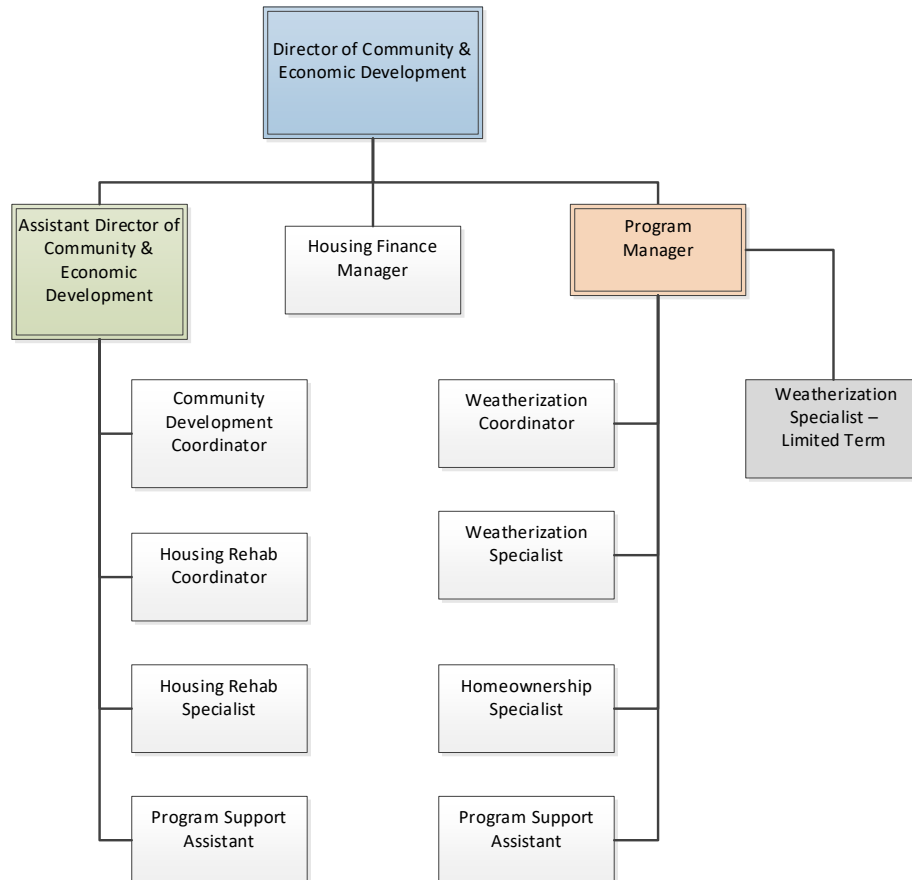
Knowledge of:

- Local, state, and federal government process, regulations and guidelines related to community development, affordable housing, and homeownership programs.
- Principles and practices related to economic development.
- State and federal weatherization program regulations.
- State and federal housing counseling program regulations.
- State & federal laws and regulations concerned with contracting and procurement.
- Personnel development, direction, supervision, administrative practices and procedures.
- Housing Counseling Certifications including Foreclosure Advising, Homebuyer Advising, Homebuyer Education, and U.S. Department of Housing & Urban Development (HUD) Certified Housing Counselor.
- Methods and techniques involved in conducting statistical analysis including Excel spreadsheets.

Ability to:

- Maintain client confidentiality; adherence to the MN Government Data Practices Act and local data privacy procedures.
- Communicate effectively both orally and in writing.
- Effectively relate to persons of diverse ethnic and economic backgrounds.
- Perform mathematical functions with accuracy.
- Analyze and evaluate bids.
- Make independent decisions.
- Establish and maintain relationships with city, county, state, and federal personnel.
- Operate a personal computer for e-mail, scheduling, word processing, spreadsheets, databases, and internet access.
- Work independently while handling multiple tasks according to established priorities.
- Establish and meet deadlines.
- Initiate work projects and make independent decisions.
- Effectively organize and systemize department and program procedures.
- Attend off-site meetings and trainings, some of which may be overnight. A valid driver's license and access to reliable transportation is necessary for this position.

ORGANIZATION RELATIONSHIP



WORKING CONDITIONS

Assigned tasks are generally carried out while seated at a desk in an office environment. Driving and access to automobile required. Also, attendance at night meetings and out of town conferences with boards, commissioners, councils, and citizen groups as required.

IMPORTANT NOTICE

I have read and understand the duties described in the above job description. I am able to perform all the above duties and meet the essential physical requirements of this position as laid out above.

Employee Signature

Date

Date Created: June 2021