



BLOOMINGTON.

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housing and redevelopment authority administrator

PRIMARY OBJECTIVE:

To provide leadership, planning, coordination and ongoing management of the Housing and Redevelopment Authority (HRA) to advance its mission to increase housing opportunity for households with low and moderate incomes, preserve the existing affordable housing inventory and foster development and redevelopment.

The HRA Administrator is a member of the Community Development Department's leadership team and works in partnership with the Department's other divisions on strategic planning, problem solving, team building and program delivery to ensure all divisions in the department successfully achieve their shared mission. The HRA Administrator collaborates closely with the Community Development Director and the City's Port Authority Administrator along with other division leaders across the city.

CITY VALUES AND EXPECTATIONS:

- Develops, supports, and models a positive and productive workplace culture based on respect, dignity, honesty, and integrity. Allows staff to grow and succeed by providing opportunities for increased responsibility and creating a positive work culture.
- Supports and advances organizational development efforts such as developing a high performing organization, employee engagement, workforce development, inclusion and equity, and performance measurement efforts.
- Works cooperatively with others; develops and maintains respectful and effective working relationships with diverse coworkers and community members; consistently brings a high level of self-awareness and empathy to all personal interactions.
- Proactively resolves conflicts and misunderstandings in order to ensure a respectful and inclusive workplace.
- Seeks to understand the legacy of structural racism, and its impact on employees and the residents we serve; identifies any implications and adverse equity impacts when developing or reviewing policies, projects, activities and interactions with stakeholders.
- Embraces the City's shared values and contributes towards accomplishing the City's vision and goals by being creative, innovative, continuously learning, and communicating clearly.

ESSENTIAL DUTIES

LEADERSHIP AND ADMINISTRATION:

- Establish division goals and strategies consistent with the City's values and strategic objectives.
- Develop, implement, and administer the Authority's programs reflective of HRA and City goals.
- Manage housing projects, including redevelopment of land.
- Negotiate terms and conditions relating to development projects with housing or development project stakeholders.
- Develop financial models to analyze public investments using TIF or other financing options.
- Administer grant processes, including applications, timely reporting, and compliance with Federal, State, and/or local requirements.
- Coordinate HRA programs with the city's plans and programs to achieve effective use of public resources.

CITY OF BLOOMINGTON, MINNESOTA

- Administer programs to ensure conformity with HRA, city, state and federal policies and regulations, including the Housing Choice Voucher program.
- Select consultants for various housing-related projects, Community Development Block Grant funded programs, and administer consultant contracts.
- Monitor expenditures to ensure operations remain within approved budgets.
- Develop, support, and model a positive and productive workplace culture based on respect, collaboration, equity, and accountability.
- Maintain professional affiliations and attend trainings and conferences to keep abreast of best practices in the Housing and Economic Development field.
- Work flexible hours as needed to keep up with workload and attend evening and weekend meetings and activities..

PROVIDE SUPPORT TO HOUSING AND REDEVELOPMENT AUTHORITY BOARD

- Develop policies and action plans for the Authority with recommendations for this implementation.
- Serve as the HRA's budget officer by preparing the annual HRA budget and the HRA's component of the city's capital investment program.
- Represent HRA's interests before metropolitan and state agencies, including at the state legislature. Communicate with local state and federal officials as required. Develop and maintain relationships with federal, state, and local government agencies whose work focuses or impacts housing. Assure that governmental and public relations activities create a favorable image of the Authority on a national, state, and local level.
- Serve as staff to the HRA Board by preparing agendas, attending meetings, provide for taking meeting minutes and maintaining appropriate records.

COMMUNICATION AND SUPERVISION

- Represent the HRA at metropolitan, state and national meetings of housing and redevelopment professionals.
- Communicate the HRA's mission and programs to city staff, advisory commissions, the city council and the Bloomington community.
- Assign staff responsibilities, allocate resources, and monitor progress.
- Develop original approaches and encourage creativity of division staff.
- Identify problems and initiate timely, sound responses.
- Stay informed of industry best practices, local market demand, and emerging trends and apply that knowledge to program offerings and facility operations.
- Create and nurture a culture of continuous improvement, community engagement and equitable and inclusive service.
- Provide formal supervision and evaluation, as well as regular coaching and development, for assigned staff. Define the level of expected performance, provide the necessary resources and support, and hold staff accountable for achieving performance goals and completing responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Demonstrated knowledge of policies, regulations, and practices that impact a housing and redevelopment authority.
- Demonstrated effective oral, written, and graphic communication skills.
- Demonstrated organizational, analytical, and interpersonal skills.
- Ability to work with diverse populations to create a positive work environment and achieve results.
- Ability to handle multiple high-priority tasks simultaneously.
- Familiarity with legal agreements.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in housing, planning, public administration, or closely related field and six years of professional experience in the housing and redevelopment field or closely related field, or an equivalent combination of education and experience.
- Four years of experience in a leading or managing individuals or teams.
- Experience working with housing developers and housing projects.
- Experience in budget planning and financial management.

DESIRABLE QUALIFICATIONS

- Experience with Community Development Block Grant program compliance.
- Work experience in residential and commercial area revitalization programs.
- Government work experience in housing and redevelopment programs.
- Demonstrated experience in project management.
- Demonstrated success in writing, securing, and managing grants from public agencies and private foundations
- Work experience in development and promotion of neighborhood-based programs.
- Additional supervisory experience.
- Experience working with and within the Black, Indigenous, People of Color (BIPOC) community.

SUPERVISION OF OTHERS

This position directly supervises two Assistant HRA Administrators. This position indirectly supervises eight Program Specialists, one Housing Development Specialist, and one Planner.

HOW TO APPLY:

IF YOU ARE THE RIGHT PERSON FOR THIS VITAL ROLE, VISIT OUR EMPLOYMENT PAGE AT BLM.MN/HRAADMIN, AND CLICK THE LINK FOR THIS POSITION.



housing and redevelopment authority what we do

BLOOMINGTON.

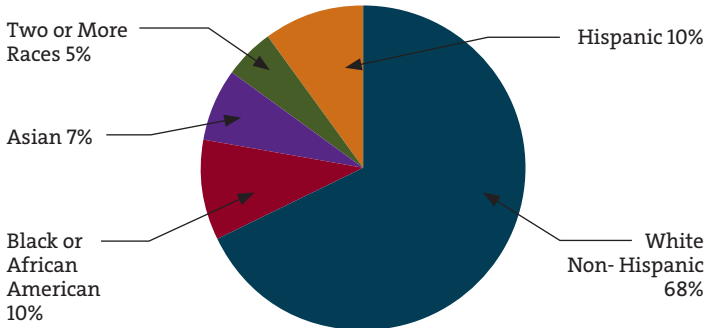
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MISSION

The Bloomington Housing and Redevelopment Authority helps provide affordable housing opportunities for those who are not adequately served by the marketplace, coordinates the city's efforts to preserve existing neighborhoods and promotes development and redevelopment that enhances the city.



RACE AND ETHNICITY IN BLOOMINGTON



ISSUES

- White Non-Hispanic homeownership is 75% whereas Black Indigenous People of Color (BIPOC) household ownership is only 40%
- Single Family home value and Rent continue to increase
- 42% of renter and 23% of owner households pay over 30% of their income for housing
- 1 in 10 households pay over 50% of income for housing
- 400+ units needed for lowest income households

PROGRAMS AND UNIT CREATION

- Single Family Rehab Loans
- 650+ Housing Choice Vouchers administered annually
- 21 homes in the Rental Homes for Future Homebuyers program
- 2000+ new units supported in last 3 years
- 242 units supported that are affordable in last 3 years (BLM.MN/HRADevelopmentMap)
- 1000+ future units in development pipeline supported by the HRA
- Foreclosure prevention, eviction prevention & renters resources, homebuyer education, financial wellness advising, and homeownership advising through partnership with Minnesota Homeownership Center

DEMOGRAPHICS

- 90,000 residents and growing (4th largest City in Minnesota)
- 20% of residents under age 18 (3.5% lower than metro)
- 20% of residents over age 65 (6% higher than metro)
- Both renter occupied units and owner occupied units are equally occupied by families with children at about 25%

HOMEOWNERSHIP

- Finance down payment/ closing costs loans
- Finance home improvement and rehabilitation loans
- Support homeowner counseling and education
- Finance development of affordable single family
- Administer pathway to homeownership program



RENTAL

- Finance the creation and preservation of affordable rental housing units
- Homeless prevention and response assistance
- Rental Assistance Housing Choice Voucher program
- Manage project-based Rental Assistance contracts



PARTNERSHIPS

Partner to advocate for solutions and leverage resources on critical housing issues. Partners include:

- West Hennepin Affordable Housing Land Trust
- Habitat for Humanity
- Volunteers Enlisted to Assist People (VEAP)
- Comunidades Latinas Unidas Enservicio (CLUES)
- Oasis for Youth
- Project for Pride in Living (PPL)

