

Carver County CDA  
Director of Community Development  
Job Description

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EMPLOYEE:	SUPERVISOR: Executive Director
EXEMPT: Yes	SALARY GRADE: 3
DEPARTMENT: Administrative	DATE: 2024

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**JOB SUMMARY:**

This position is responsible for direct administration and management of community development and redevelopment programs, multi-family and single-family projects using finance programs, and homeownership programs including the First Time Homebuyer Programs, Housing Rehabilitation, and the Land Trust Program. This position requires frequent public contact with businesses, developers and real estate brokers, and other local and state development partners. This position will assist in strategic planning and growth of the Community Development department and Carver County CDA.

**EXAMPLES OF DUTIES:**

- Direct the administration and management of community development programs, CDA Initiative Fund and various other programs.
- Administer federal grants and Requests for Proposals (RFP); set grant funding priorities, complete applications, secure CDA Initiative-recipient agreements, and prepare planning documents and contracts. Maintain records and administer grants in accordance with all requirements.
- Provide direct project administration and management; develop project timelines and proposals, work with Initiative recipients, vendors, and contractors to complete projects in a timely manner.
- Oversee the monitoring of Initiative recipients; ensure activities follow all Agency grant guidelines.
- Develop and implement program and administrative budgets; approve all check and draw requests and ensure all program funds are utilized in a timely manner.
- Oversee Choose Carver County website and social media applications, promoting events, business, and countywide news.
- Assist in strategic planning strategies, policies and programs supporting the CDA's vision, mission, and goals.
- Other duties as assigned.

**Manage Department personnel:**

- Develop and lead the achievement of departmental goals and objectives in support of the CDA's mission, vision, and values.
- Determine staffing needs, training needs, and department structure.
- Coordinate staff work assignments; ensure adequate staff coverage and efficient work coordination.
- Develop and implement employee procedures and policies.
- Assist with review, revision, and development of job descriptions and evaluation of performance standards.
- Approve time sheets, mileage claims, and leave requests.

**Local Housing Trust Fund (LHTF) and Community Growth Partnership Initiative (CGPI):**

- Administers, organizes, plans, and directs the daily operations of the LHTF and CGPI.
- Responsible for development of affordable housing strategies, related housing policies, and programs.
- Proposes funding recommendations and identifies partnerships to strengthen affordable housing opportunities.
- Maintains accurate records and compiles data for timely reports.

**Redevelopment and community development projects:**

- Review and pursue grants through HUD, DEED, MHFA, Met Council and other sources.
- Assist cities, non-profit organizations, and developers in identifying community development and housing needs. Serve as the lead contact for economic development inquiries.
- Coordinate property acquisitions and site clearance; field calls and provide information, initiate purchases, negotiate purchase contracts and coordinate the relocation of existing owners/tenants.
- Assess property sites to determine necessary environmental remediation; develop, implement, and track response action plans, manage cleanup projects and contracts in accordance with state and local environmental regulations and requirements.
- Ensure property acquisitions, relocations and demolition projects meet Federal, state and CDA legal and policy requirements.
- Review, analyze and acquire tax forfeiture sites.
- Establish and carryout project budgets.
- Provide regular project status reports (i.e. written or presentations) to City Councils, City Managers county and state agencies, and CDA Executive Director.
- Coordinate and/or attend meetings with external partners (e.g. state agencies, cities, county, private and non-profit developers).

**Multi-family and single-family housing finance programs:** (e.g. Low-Income Housing Tax Credits, Mortgage Revenue Bonds, Conduit Financing)

- Oversee, assess, and make recommendations of complex financing needed to support development or redevelopment of affordable housing units.
- Assist in preparation and management of project budgets, schedule, and contracts.
- Conduct site visits to monitor progress, identify potential issues, and implement corrective action.

**Homeownership programs:** (e.g. Carver County Community Land Trust, Housing Rehabilitation Loan Program, First Time Homebuyer and Down payment Assistance Programs)

- Oversee the program's expansion of new properties into the portfolio and resales of existing properties; be involved in statewide and local coalition events.
- Assess market and programmatic demands and make recommendations on program structure and offerings.
- Oversee grant writing and funding application process.
- Develop and implement program and administrative budgets; approve all check and draw requests and ensure all program funds are utilized in a timely manner.

- Initiate, design, and implement project and financial tracking systems; coordinate the completion of program/activity reports; analyze data and reports.
- Coordinate, develop, and maintain partnerships with others such as real estate agents, bankers, eligible households, and funders.
- Oversee the application process and work with qualifying applicants and contractors to complete identified improvements. Manage the program's waiting list.
- Ensure compliance with federal, state, and local grant guidelines, regulations, and requirements.

**Business Support: Act as coordinator/manager for special projects:**

- Oversee complicated and politically sensitive projects/issues, as assigned by the Executive Director.
- Perform research, analysis, reports and presentations, documentation, and compile information for various topics/projects.
- Coordinate and serve as project lead or liaison to both internal and external groups.
- Continue to support and promote Next Stage business program to cities, Chambers, potential and existing business owners. Assist local businesses with retention and expansion efforts by providing planning and/or financial assistance, responding to requests and inquiries, and coordinating applications and processes.
- Work with Chambers and support "Economic Gardening" and Minnesota Investment Fund (MIF) applications as needed for business expansion or to locate in Carver County.
- Partner with Greater MSP; attending meetings, providing support.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Public Administration, Housing, Urban Studies or Planning, Finance or related field required.
- Minimum of 5 years' experience with housing finance and/or community development programs.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid driver's license and access to reliable transportation.

**KNOWLEDGE, ABILITIES and SKILLS:**

- Knowledge of local, county, state, and federal government processes, regulations, and guidelines related to community development programs, Small Cities Development Program (SCDP), HUD Housing Counseling.
- Knowledge of single and multi-family housing finance programs (e.g. Low-Income Housing Tax Credits, housing bonds, and Mortgage Revenue Bonds).
- Knowledge of principles and practices related to economic development.
- Knowledge of personnel development, direction, supervision, administrative practices and procedures.
- Knowledge of methods and techniques involved in conducting statistical analysis including Excel spreadsheets.
- Knowledge of Uniform Act including real estate laws and procedures for property acquisition, relocation, clearance, and various federal and state program regulations.
- Knowledge of principles and practices relating to the preparation and administration of budgets.

- Knowledge of legal requirements related to procurement and contracting.
- Knowledge of Community Development citizen participation process and environmental review procedures.
- Knowledge of equal opportunity and labor standards procedures.
- Knowledge of loan underwriting and financing procedures.
- Ability to communicate both orally and in writing. Ability to work with city, county, state, and federal personnel.
- Ability to motivate teamwork between individuals. Ability to delegate and accept responsibility and authority. Ability to give objective feedback, evaluate and analyze the impact of decisions made.
- Ability to initiate work projects and make independent decisions. Ability to effectively organize and systemize department and program procedures.

CARVER COUNTY CDA IS AN EQUAL OPPORTUNITY EMPLOYER