



Carver County Community Development Agency

Community Development Manager  
Job Description

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EMPLOYEE NAME:	SUPERVISOR:
EXEMPT (Y/N): Yes	SALARY GRADE:
DEPARTMENT: Community Development	DATE: 2020

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**SUMMARY:** The Community Development Manager performs supervisory and professional work managing a variety of housing and community development programs for the CDA, including but not limited to the Carver County Community Land Trust, Small Cities Development Program, housing rehabilitation programs, and other related programs and projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Carver County Community Land Trust:

- Manage the Carver County Community Land Trust to facilitate affordable homeownership.
- Assist with the program's expansion of new properties into the portfolio and resales of existing properties.
- Develop marketing and educational materials for the program.
- Oversee the application process and manage the program's waiting list.
- Coordinate, develop and maintain partnerships with others such as real estate agents, bankers, eligible households, funders, and others.

Small Cities Development Program

- Apply for and administer the Small Cities Development Program on behalf of Carver County cities.
- Work with applicants, contractors, inspectors, and others in the coordination of residential and commercial rehabilitation projects.
- Prepare program documents, provide updates, submit draw requests and put together required reports.

Housing Rehabilitation Programs

- Implement various state and city housing rehabilitation programs.
- Develop marketing and educational materials for the programs.

- Assist residents through the applications process.
- Work with qualifying applicants and contractors to complete identified improvements.
- Prepare and submit appropriate documents and reports.

#### Grants and RFPs

- Prepare responses to grants and/or Requests for Proposals related to housing and community development programs.
- When awarded, maintain records and administer grants in accordance with all requirements.
- Submit required reports and documents to appropriate funding agencies.

#### Supervisory

- Oversee the Housing and Community Advisor who provides housing information and counseling to clients in: rental counseling; pre-purchase counseling; mortgage default and foreclosure mitigation counseling; homeless/displacement counseling; pre-purchase education.
- Supervise the Office Administrator who provides administrative support to the CDA.

#### Other Duties:

- Collaborate with other CDA staff on programs that touch housing and other community development efforts.
- Attend and participate in meetings outside of the CDA related to housing and community development.
- Track, compile, and analyze data related to the CDA's community development programs.
- Assist in the administration of the Carver County Sub-surface Sewage Treatment System program.
- Assist with the administration of other CDA programs and projects as assigned.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to complete each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION and/or EXPERIENCE:**

- A minimum of a Bachelor's degree and at least three years work experience in a housing or community development related field (or equivalent experience).
- Professional and/or lived experience working with diverse communities and/or households defined as low income.
- Experience balancing multiple projects requiring high attention to detail, strong organizational skills, and ability to prioritize.
- Experience in real estate and/or residential and commercial rehabilitation.
- Experience with grant/RFP writing and administration.

## **CERTIFICATES, LICENSES, REGISTRATIONS:**

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

## **KNOWLEDGE, ABILITIES and SKILLS:**

- Knowledge of homebuyer and homeownership processes and programs.
- Knowledge of mortgage loans and foreclosure processes.
- Knowledge of Microsoft Office.
- Knowledge of supervisory practices and ability to supervise staff and operations.
- Ability to document and maintain accurate and complete client files and entering of data into databases to ensure proper program reporting and audit compliance.
- Ability to maintain and manage confidential records and correspondence.
- Ability to maintain strict data practice controls.
- Ability to maintain, interpret, and analyze data.
- Ability to develop and maintain good relationships with other agencies, funders, lenders, brokers, and the public.
- Ability to organize and manage time efficiently.
- Ability to effectively work with persons from diverse economic, social and ethnic backgrounds.
- Ability to work independently, with clients, and as a part of a team.
- Ability to initiate work projects, accept responsibility, motivate others, and resolve conflicts.
- Excellent written and oral communication skills.
- Exceptional customer service skills.

CARVER COUNTY CDA IS AN EQUAL OPPORTUNITY EMPLOYER