SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING AND REDEVLEOPMENT AUTHORITY

Position Description
December 2024

Title: Chief Executive Officer (CEO)
Pay Grade: O

BASIC FUNCTION:

The Employee shall serve as the Chief Executive Officer for the Board of Commissioners and be responsible for overseeing the planning, direction and implementation of all programs and policies of the Southeastern Minnesota Multi- County Housing and Redevelopment Authority (the "Authority"). Provide overall visioning, planning, leadership for, and ongoing evaluation of the Housing and Redevelopment Authority (HRA), in a manner that consistently achieves and advances the organization's mission to address the housing, and redevelopment needs of its Southeastern Minnesota jurisdiction. The Employee shall also ensure the efficient and effective administration of all Authority business and supervise all Department Heads.

DUTIES AND RESPONSIBILITIES:

The Employee shall oversee or perform such assignments or duties as shall be established from time to time by the Board of Commissioners of the SEMMCHRA including but not limited to the following duties provided in sections (a) through U).

1. Ensure that agency activities are operated within federal and state laws, regulations, policies, and procedures.
    a. Oversee the planning, direction, and implementation of all programs and policies of the agency.
    b. Review all audit reports and program monitoring and management reviews conducted by all applicable oversight agencies and direct any necessary corrective actions. Meet and negotiate with officials from oversight agencies in any areas of disputed findings. Review any oversight agencies' recommendations to determine whether agency should adopt them or not. Report final actions to the Board of Commissioners.
    c. Evaluate all agency programs arid direct necessary changes and modifications.
    d. Ensure Department heads receive and understand all laws, regulations, policy guides, and special instructions applicable to their areas of responsibility.
    e. Determine need for and secure legal opinions from applicable Authority counsel to ensure legality of agency operations, policies, and programs.
    f. Approve purchase of real property, oversee purchase of other property as provided in the Agency procurement policy for all Authority programs.
2. Attends all agency Board of Commissioner meetings and act as their advisor in developing and recommending agency finances, policies, and official programmatic action.

a. Ensure prompt and accurate execution of all business matters requiring Board action: Call for Special Board of Commissioners meetings if necessary.
b. Determine whether certain agency business necessities constitute an emergency, take official action for the Board of Commissioners, and secure later Board ratification at the earliest opportunity.
c. Determine whether any matters should be brought to the Board of Commissioners for litigation or other legal or administrative remedies.
d. Apprise Board of all relevant activities, programs, accomplishments, and areas of concern in agency operations.
e. Ensure the payment of all bills of the agency and secure monthly ratification of financial statements.
f. In the absences of the Chairman or Secretary from meetings, signs all contracts and other official documents requiring immediate action.
g. Provide general oversight of the Multi-County Builders Board of Directors, the Section 501 (C) (3) corporation responsible for affordable housing development in Southeastern Minnesota
h. Prepare and present Board of Commissioner Agenda items.
i. Affix the seal of the Authority for the Secretary to all contracts and instruments authorized to be executed by the Authority.
j. Act as Secretary of the Board of Commissioners in that Commissioner's absence.

3. Direct development and evaluation of new housing, tax exempt financing, and community development programs.
    a. Analyze information prepared by staff and others to determine types of program(s) appropriate for Goodhue, Wabasha, Winona & Dodge County communities.
    b. Meet with City Managers, City Councils, Planning Commission, County Boards, and other groups to explain, promote and represent the Authority on these issues.
    c. Work with professional (e.g. attorneys, U.S. Department of Housing and Urban Development (HUD) staff, state staff, bond underwriters, financial consultants, engineers, architects), and others to discuss· and develop various aspects of programs.
    d. Direct staff to prepare funding applications, housing plans, and other information needed to develop various programs.
    e. Review and approve all external arrangements, terms, and fees of all contracts made with the agency for personnel providing professional services to outside groups.
    f. Keep abreast of all new programs and other new trends in the housing and community development field that may help the Counties, and its communities meet their housing and community development needs.
    g. Recommend participation in new programs.
4. Prepare reports and ensure the Authority is represented at County Boards, City Councils and related meetings where agency business is being conducted.
    a. Determine which staff members shall make presentations at public hearings required for various programs.
    b. Determine which staff members shall make professional presentations to various policy boards.

    c. Ensure that staff members have prepared agenda packet items as needed or required by various policy boards.
5. Supervise all Agencies' Department Directors and Accountant.
    a. Confer with staff regarding program status and department performance.
    b. Determine staffing needs, training needs, merit pay increases, and organizational structure.
    c. Interview and hire staff as needed.
    d. Conduct performance evaluations.
    e. Review, revise, and develop job descriptions with staff involvement as needed.
    f. Approve time sheets, mileage claims, purchase orders, and check requests for staff
    g. Review and approve any extended leave of absence.
    h. Ensure adequate supervision of department staff in instances of a Department Directors absence.
    i. Maintain regular system of delegated authority.
    j. Have care and custody of all funds of the Authority pursuant. Approve all major equipment purchases.
    k. Hold management meetings with Department Directors.
6. Oversee agency financial and programmatic plans and evaluate their effectiveness on an ongoing basis.
    a. Serve as Employer's Chief Financial Officer unless otherwise delegated its responsibility. *
    b. Review and analyze all monthly financial and program activity reports. Identify problem areas and confer with staff on any corrective action needed.
    c. Confer with Finance Department on Agency Indirect Cost Allocation, plan salary project charges, status of Authority fund accounts, and earnings on investments,
    d. Ensure receipt of delayed requisition of funds.
    e. Approve and execute all budgets, requisitions, and other financial statements.
    f. Approve all in-state travel and conference payments for all agency staff members.
    g. Maintain effective liaisons with financial community.
7. Work within the political framework of the federal, state, metropolitan, county and city arena to develop and maintain 'positive relations’ for the agency.
    a. Respond to inquiries from various elected officials.
    b. Build and maintain working relationships with officials from Local, State, and Federal agencies.
    c. Form effective liaisons with state and federal legislators and their staff. Serve on Minnesota National Association of Housing and Redevelopment Officials. (committees).
    d. Determine which legislative issues (federal and state) the Authority should contact its delegation on and determine what the Authority's basic position shall be. Solicit similar actions from cities and the county where appropriate.
    e. Work with legislature and Authority legislative consultant on state legislation affecting the Authority.
8. Responsible for the overall administration of personnel policies, staffing needs, employee development plans, and compensation schedules in relation to agency operations and funding levels.

a. Confer with Administrative Manager in areas of personnel management planning and agency operations.
b. Conduct agency monthly management team meetings.
c. Ensure that all actions of the Authority follow agency personnel policy.
d. Recommend annual salary adjustment amounts to the agency's wage and compensation schedules to the Board of Commissioners.
e. Review and approve Department Director's requests for annual staffing and travel budgets.
f. Approve postings of any vacant or new board-approved positions for hiring.
g. Review and approve requests from Department Directors on any emergency job filling without posting.
h. Hold hearing with employee filing a grievance when requested according to agency's Grievance Procedure.
i. Hold hearings with agency's clients, property owners, or contractors according to various programs' established grievance procedures.
j. Approve any emergency office closings.
k. Review and sign-off on all Department Directors performance evaluations of their staff.
l. Evaluate comparability of the Authority personnel policy.
m. Ensure that agency's job evaluation system and wage, benefits, and compensation schedules are fair and equitable
n. Review and approve all requests for leave without pay more than 5 days duration; solicit Department Directors recommendation.
o. Review and approval all Department Directors recommendations for employee termination, lay-off, demotion, suspension, or salary reduction.

9. Responsible for seeing that public relations activities ensure a favorable image of the agency's programs on a national, state, and local level.
    a. Provide interviews to the media on Authority programs and establish and maintain effective contacts with media personnel.
    b. Speak to various civic organizations and educational institutions about Authority programs. _
    c. Remain active in the state and national activities of the National Association of Housing and Redevelopment Officials.
    d. Handle calls or visits from citizens and/or another clientele. Direct follow-up by the Department Directors as applicable.
10. Execute documents on behalf of the Authority where Authority is the General Partner for the development of low-moderate income housing. Serve as Limited Partner on said low and moderate-income housing projects until the federal Low-Income Housing Tax Credits granted pursuant to section 42 of the Internal Revenue Code are syndicated among the housing project's limited partners.
    a. The Authority shall hold the Employee harmless for any liability where the Employee is the named Limited Partner for said low-moderate income housing projects.

KNOWLEDGE, ABILITIES AND SKILLS:

1. Analytical - Synthesizes complex or diverse information; collects and researches data;

uses intuition and experience to complement data.

2. Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.
3. Use of Technology - Demonstrates required skills; adapts to new technologies; uses technology to increase productivity; keeps technical skills up to date.
4. Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
5. Customer Service - Manages difficult or emotional customer situations; solicits customer feedback to improve service; meets commitments.
6. Communications – Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.
7. Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; works cooperatively in group situations; works actively to resolve conflicts.
8. Change Management - Communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.
9. Leadership - Exhibits confidence in self and others; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.
10. Managing People - Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self-available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; improves processes, products and services.
11. Conflict Resolution - Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.
12. Recruitment & Staffing - Exhibits sound interviewing skills; presents positive, realistic view of the organization; makes quality hiring decisions.
13. Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.
14. Dependability - Takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
15. Judgement - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
16. Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; develops realistic action plans.

QUALIFICATIONS:

Requires a bachelor’s degree in a related field plus seven (7) years or more experience in a progressively responsible management position in a private or governmental organization

including three (3) years supervising work of professional staff. Master's degree, law degree or advanced certifications preferred. Work experience must include senior executive level management experience with demonstrated progressive knowledge and responsibilities. Management experience must include successful management of multiple departments with extensive complex funding models. Individual must be able to adapt organizational management in a constantly changing political and financial environment, while skillfully maintaining the mission of the organization. Prior work experience must include frequent and multiple Board presentations.

PHYSICAL REQUIREMENTS:
This work requires the frequent exertion of up to 25 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires walking, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires standing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

SPECIAL REQUIREMENTS:
Applicable agency and department training necessary to meet the essential functions will be provided upon hire.
A valid driver's license for use in the State of Minnesota and have a car available to carry out assignments.