

## **Job Title: LEADVILLE & LAKE COUNTY DIRECTOR OF HOUSING**

**Reports To:** County Manager

**Classification:** Full-time, Exempt

**Starting Salary Range:** \$60,000-80,000

### **How To Apply:**

- Please email a PDF of your cover letter and resume to [tbergman@co.lake.co.us](mailto:tbergman@co.lake.co.us)
- Please include the following as the subject of the email: Last Name – Leadville & Lake County Director of Housing.

The cover letter and resume should clearly demonstrate your qualifications and ability to fulfill the stated duties of the position. This posting will remain open until filled, but the review process will begin starting with resumes and cover letters received by close of business on 01/17/2021. No phone calls, please.

### **Background on the Leadville & Lake County Director of Housing:**

Following the completion of a [Housing Needs Assessment \(HNA\)](#) in 2018, the Housing Coalition (HC), part of Lake County Build a Generation, hired subject matter experts to draft an action plan. The experts interviewed elected officials, business owners, and community members to determine initiatives that would be the most successful in Lake County. [The Housing Action Plan \(HAP\)](#) was completed in 2019. One of the recommendations was to create the local organizational capacity required to address community housing needs.

The City of Leadville and Lake County established an inter-governmental agreement to meet the local organizational capacity to address community housing needs by jointly funding and creating the Leadville & Lake County Director of Housing position. Our community is currently working with The Southern Colorado Economic Development District (SCEDD) on project planning and capacity building related to workforce and affordable housing initiatives.

### **POSITION SUMMARY:**

The Leadville & Lake County Director of Housing will be responsible for leading a county wide approach to addressing Leadville and Lake County's housing shortage issues across the housing spectrum of need. The Director of Housing will be responsible for moving the recommendations from the HAP, and other current relevant opportunities to meet Lake County housing needs, from concept to reality.

This position is committed to further the goals of the HAP, including developing and implementing policy that sustains the development of community housing. The Director of Housing will also play a key role in supporting the evolution of the current City of Leadville Housing Authority into a multi-jurisdictional operational structure.

The Director of Housing will report to the County Manager for day-to-day oversight and to a newly formed steering committee, made up of community members, advocates, and housing experts for overall direction as specified in the Inter-Governmental Agreement (IGA) to be established by the County and City. The intent is for this position to transition into serving as

key staff for the Housing Authority contingent on the development of the structure and capacity of the new MJHA.

### **CORE COMPETENCIES:**

- Demonstrated leadership in the formation and execution of housing policy.
- Entrepreneurial approaches to problem-solving and community engagement.
- Understanding of the small town or rural values and priorities experience.
- Demonstrated success of securing funding, such as for housing-related projects & programs
- Considerable experience in grant writing and administration.
- Ability to interact and maintain effective working relationships and collaboration with the City and County staff, elected officials, local Special Districts and key stakeholder boards and staff, regional stakeholders, state resources, technical experts, and other community member organizations and individuals.
- Knowledge of/and experience with facilitating and coordinating the community planning process.
- Expert knowledge of affordable housing policy and finance.
- Experience working for, or leading, a housing program or organization.
- Practical knowledge of land-use code and policy.
- Working knowledge of how Housing Authorities function.
- Practical knowledge of Health Equity and Health Disparities in relationship to housing.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duty statements are illustrative of the essential functions of the position and do not include other non-essential or marginal duties that may be required. The City Council/ Board of County Commissioners reserves the right to modify or change the duties or essential functions of this position at any time.*

#### **Community and Stakeholder Engagement:**

1. Coordinates with the City and County to set strategic goals, performance metrics and plans to manage the housing work. Collaborates with the Steering Committee and stakeholders to accomplish these goals and metrics.
2. Establishes contacts and works with surrounding counties to establish communications with housing stakeholders, to develop an understanding of neighboring county housing policies and how they may interact with local policies, and participate in regional discussions regarding housing
3. Establishes contacts and works with regional, statewide, and federal housing resources including, but not limited to, CHFA, Colorado Department of Local Affairs, Colorado Department of Human Services, Upper Arkansas Council of Local Governments, USDA, Federal Home Loan Bank, and HUD.
4. Serves as staff authority for community housing efforts within Leadville and Lake County.
  - a) At the direction of the Steering Committee and County Manager, and in coordination with the HC and other partners, conducts community outreach to develop an understanding of community housing issues in the community; contacts and communicates with businesses and private and public sector agencies to coordinate and assist in meeting community needs; performs speaking engagements, develops media

- responses and press releases.
- b) Has the ability to advocate on the state and federal level for proposed legislation supporting affordable housing.
  - c) Initiates an outreach program with builders/developers, making them aware of local, state, and national incentives for including affordable housing within their development plans.
  - d) Engages with the City and County to identify potential and existing incentives/assistance/streamlining for developing community housing within higher density areas of Leadville/Lake County.
  - e) Assists City & County with analyzing and adapting current land use/building codes to better support efforts (includes Comprehensive Plan update).
  - f) May assist City & County to support current owners (including homeowners, property managers, and landlords) of community housing to ensure that their properties are safe, secure and well maintained for tenants.

### **Finance & Administration**

5. Responsible for the fiscal management and monthly reporting to the County Finance Director of departmental expenditures.
6. May provide oversight and performance evaluation of additional staff, contract employees, and volunteers.

### **Program & Policy Management and Development**

7. Serves as a central repository/distribution center for information regarding housing.
  - a) Working with the County Mapping Department, Using GIS mapping, catalogs existing and proposed housing projects by market (location, type, %AMI served, deed/rent restrictions, etc.), land availability, and land parcel locations within the City and County.
  - b) In collaboration with SCEDD, utilizes and builds a database of, and relationships with, public and private sources of funding or other assistance.
  - c) Compiles information on successful housing project examples that may be of interest to implement locally.
  - d) Utilizes and maintains current inventory of potential no/low-cost real estate available for qualified projects (municipal/county-owned, federal public lands, restricted donations).
8. Works in collaboration with Building and Land Use Staff and existing affordable and workforce housing agencies and programs operating in Leadville and Lake County to access resources and opportunities.
  - a) Communicates and coordinates activity to ensure efforts are complementary, to eliminate duplication or redundancy, and to prevent competitive applications for resources.
  - b) Acts as a liaison between local agencies and developers or landholders to facilitate partnerships. Assists in the development process to ready properties upon owner's request.
  - c) Seeks out opportunities to identify development opportunities and/or vacant land that can be used for community housing by local agencies or jurisdictions
  - d) Seeks out financing or funding opportunities to bring resources to local agencies that can be used in partnership with local government and developers
9. Proactively provides advice and assistance to proposed community housing efforts.
  - a) Build knowledge and capacity with BLU staff to communicate and share resources.

- b) Advises developers on a range of options for achieving Leadville/Lake County objectives within the for-profit private sector model and the non-profit public sector model.
- c) Advises local agencies and nonprofits on a range of options for collaboration or partnerships with developers.
- d) Aids with introductions to funding sources, grant-writing, grant compliance, etc.
- e) Pairs builder/developers with identified partners/participants to enhance/accelerate problem-solving.
- f) Recruits experienced developers, builders, and operators of supportive housing (First 50, senior, transitional, disabled, etc.).

#### EDUCATION AND EXPERIENCE:

##### **(Minimum education and experience)**

Any combination of the following education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job:

- Preferred Bachelor's degree in a relevant field from an accredited four-year college or university,
- Six or more years of progressively responsible experience, including leadership, with a minimum of three years of experience in the development of government-subsidized housing
- Demonstrable community engagement and facilitation skills

**Certificates or licenses:** Valid Driver's License with satisfactory driving record.

#### **REPORTING RELATIONSHIPS:**

This position reports to the County Manager for day-to-day oversight and to the housing steering committee for overall direction.

#### **SKILLS AND ABILITIES:**

1. Proficient at reading and comprehending written materials.
2. Highly developed writing and oral communication and presentation skills.
3. Employs time management and organizational skills to manage deadlines, projects and various other assignments.

4. Above-average skills working with other people taking into consideration their needs, their personal styles, and the requirements of their jobs or interests.

5. Highly developed aptitude for the use of computers and other social media to complete the various requirements of the job, whether routine or project oriented.