



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, MO 65203
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COMMISSIONERS

*Genie Rogers, Chair
Mary Anne McCollum, Vice-Chair
Bob Hutton
Max Lewis
Ed Robinson*

Phil Steinhaus, CEO

Special Meeting Notice Board of Commissioners Meeting

Date: Wednesday, February 25, 2015

Time: 9:00 a.m.

Place: Columbia Housing Authority, 201 Switzler Street

- I. Call to Order/Introductions
- II. Roll Call
- III. Adoption of Agenda
- IV. **Resolution 2650:** A Resolution Revising the Job Description and Salary Range for the Position of Housing Development Coordinator, and Approving Related Updates to Appendix 3 – Range and Salary Plan to the CHA Personnel Policy.
- V. Adjournment

If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact Ms. ElTonya Rhoades, Executive Assistant at (573) 443-2556, extension 1122, at least one working day prior to the meeting. (Email: www.columbiaha.com/contact ► Administration)

Media Contact: Phil Steinhaus, CEO
Phone: (573) 443-2556
E-mail: www.ColumbiaHA.com ► Contact Us ► Administration

A complete agenda packet is available for review at all CHA offices during regular business hours and posted on the CHA web site at: www.ColumbiaHA.com.



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION #2650

A Resolution Revising the Job Description and Salary Range for the Position of Housing Development Coordinator, and Approving Related Updates to Appendix 3 – Range and Salary Plan to the CHA Personnel Policy.

WHEREAS, In 2012, the Columbia Housing Authority launched an Affordable Housing Initiative designed to renovate its 719 units of Public Housing property as well as creating new affordable housing developments; and

WHEREAS, As the Columbia Housing Authority has implemented its Affordable Housing Initiative, the work load and demands on current staff have increased greatly necessitating creating the new position of Housing Development Coordinator to assist with current and future affordable housing projects; and

WHEREAS, The position of the Housing Development Coordinator is a middle management and administrative position working under the direction of the Director of Asset Management; and

WHEREAS, This position will be responsible for assisting with project management and oversight in all stages of affordable housing renovation and development from planning and funding applications thru occupancy; and

WHEREAS, This position will also assist in the: (1) administration of the Capital Fund Program and related programs, (2) solicitation and establishment of administrative contracts, and (3) procurement, implementation and oversight of IT equipment and services; and

WHEREAS, The salary range for the position is being revised to Range F, \$40,000 to \$55,000 per year with a competitive benefits package; and

WHEREAS, the CEO, the Director of Asset Management, and the Director of Finance have reviewed the current work demands related to the Affordable Housing Initiative as well as the financial ability of the agency to create this new position and have agreed that this position is both necessary and affordable based on projected development fees that will be earned in FYE2015 and subsequent fiscal years; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri hereby adopts Resolution 2650 revising the job description and salary range for the position of Housing Development Coordinator, and approving related updates to Appendix 3 – Range and Salary Plan to the CHA Personnel Policy as attached hereto and made a part hereof.

Genie Rogers, Chair

Phil Steinhaus, Secretary

Adopted February 25, 2015



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HOUSING DEVELOPMENT COORDINATOR

DEPARTMENT/DIVISION: Division of Asset Management

REPORTS TO: Director of Asset Management

POSTING: Internal and External

DATE OF POSTING:

SALARY RANGE	MINIMUM	MAXIMUM
ANNUAL:	\$40,000.00	\$55,000.00
MONTHLY:	\$3,333.33	\$4,583.33
BI-WEEKLY:	\$1,538.46	\$2,115.39
HOURLY:	\$19.23	\$26.44

STARTING SALARY: As Shown Above, Plus Excellent Fringe Benefit Package

APPLICATION DEADLINE:

STARTING DATE: As Soon As Possible

POSITION SUMMARY: This is a middle management and administrative position that is performed under the direction of the Director of Asset Management. This position is responsible for assisting with project management and oversight in all stages of affordable housing renovation and development from planning and funding applications thru occupancy. This position also assists in the (1) administration of the Capital Fund Program and related programs, (2) solicitation and establishment of administrative contracts, and (3) procurement, implementation and oversight of IT equipment and services.

PARTIAL LISTING OF MINIMUM QUALIFICATIONS: A substantial combination of education and/or experience in project management including but not limited to: A bachelor’s degree from an accredited college or university with major course work in project management (or a related field); and/or; Project management experience, preferably in housing development. Experience working with Low-Income Housing Tax Credits and the administration and operation of affordable housing is a plus.

Must be bondable and insurable; possess a valid Missouri driver’s license; willing to travel overnight for training or attendance at conferences/workshops as directed; must be able to attend evening meetings as required; able to obtain and maintain a bank account for the purpose of receiving direct deposit of payroll; able to pass a drug screen and background check.

A copy of the complete position description is attached.

Employment applications are available at the CHA Administration Building, 201 Switzler Street
or on the web at www.columbiaha.com > Job & Bid Opportunities

For accommodations related to disability please call (573) 443-2556, ext. 1120 or Contact Us though the CHA
web site at www.columbiaha.com > Contact Us > Department > Jobs/Human Resources

The Housing Authority of the City of Columbia, Missouri is an Equal Opportunity Employer.



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Position Description

HOUSING DEVELOPMENT COORDINATOR

Reports To: Director of Asset Management

Summary of Position: Most all aspects of this position will involve working with others towards common goals, so, though laden with individual responsibility, the mission will generally be assisting others in reaching desired outcomes – thus “assist” being used extensively throughout this “Position Description”.

This is a middle management and administrative position that is performed under the direction of the Director of Asset Management. This position is responsible for assisting with project management and oversight in all stages of affordable housing renovation and development from planning and funding applications thru occupancy. This position also assists in the (1) administration of the Capital Fund Program and related programs, (2) solicitation and establishment of administrative contracts, and (3) procurement, implementation and oversight of IT equipment and services.

Detailed Duties and Responsibilities Include:

Assist with the project management and oversight of all stages of development for both the revitalization of CHA housing stock and affordable housing opportunities throughout the community which includes working with CHA staff and all contracted parties in moving a project from initial conception through the predevelopment, development, financing, and construction phases to final closing, lease up, occupancy and/or sale to a first-time homebuyer.

- Assist in the evaluation of potential development sites and feasibility analyses related to property acquisitions in acquire real estate as necessary.
- Assist in the processing of applications for approval through the HUD Special Application Center (if applicable to a project).
- Assist in coordinating applications necessary for financing from conventional and public sources (such as Missouri Housing Development Commission).
- Assist in the implementation and administration of tenant relocation plans.
- Assist in the preparation of financial proformas and monitoring development and construction budgets.
- Assist in the preparation, updating and adherence to project schedules.
- Assist in the coordination of the bid and qualification processes in selecting service contractors, general contractors and subcontractors.
- Assist in monitoring contract compliance.

- Assist in the coordination of the construction process including meeting lender and governmental requirements and processing of pay applications and loan disbursement requests.
- Assist in conducting due diligence tasks to safeguard the organization's investments and corporate integrity.
- Assist in performing outreach duties and public relations work as needed, including attending community meetings.
- Meet with and report to the Director of Asset Management on a regular basis to discuss issues associated with all ongoing projects.
- Assist in coordinating, processing, and maintaining all reporting, budgeting, and financials of the Capital Fund Program and related programs while ensuring that funds requested and advanced from HUD or other funding sources are as covered in agreements for the receipt of such funds.
- Assist in the solicitation and establishment of administrative contracts, keeping within appropriate procurement activities.
- Assist with the procurement and oversight of all IT equipment and services in coordinating and monitoring the computer information system, and guidance to system users in the operation of the computer systems and programs, working with software, hardware, and network maintenance vendors to troubleshoot and correct issues.

Perform other related duties as assigned by the Director of Asset Management or the Chief Executive Officer.

Required Knowledge, Skills, and Abilities:

Is highly organized, detail-oriented, and able to manage multiple tasks efficiently.

Has good problem solving skills with an ability to evaluate and improve the efficiency and effectiveness of operations.

Has good oral and written communication skills with the ability to maintain effective working relationships with fellow employees, department heads, professional contacts and the general public.

Is efficient with modern office practices, procedures and computer equipment with the ability to setup, install, analyze and problem solve both computer hardware, software, and network issues.

Ability to learn and ensure adherence to the following:

- Laws, legal codes, government regulations, executive orders, and agency rules applicable to responsibilities.
- HUD regulations and CHA administrative policies governing finance, budgeting, procurement, and contracting procedures.
- The administration of low-income housing tax credits.

Comfortable with the applications of math and statistics.

Minimum Qualifications:

A substantial combination of education and/or experience in project management:

- A bachelor’s degree from an accredited college or university with major course work in project management (or a related field); and/or
- Project management experience, preferably in housing development.
- Experience working with Low-Income Housing Tax Credits and the administration and operation of affordable housing is a plus.

Special Requirements:

- Must be bondable and insurable.
- Must be able to interface effectively with all levels of management.
- Must be willing to travel for job related activities with occasionally overnight stays.
- Must have a current Missouri driver license.
- Must be able to obtain and/or maintain a bank account for the purpose of receiving pay by direct deposit.
- Must have an excellent work history and attendance record.
- Must be able to pass a pre-employment background check.
- Must be able to pass a pre-employment drug screen.

I have reviewed the position description and understand the requirements and duties of the position.

Employee Signature

Date

**Columbia Housing Authority
Personnel Organization Plan
Appendix 3 - Range and Salary Plan**

Range	Amount	Position	Position
A	Prevailing Wage	Part-Time, Temporary and Grant Employees	
B	\$20,800 to \$28,000	Receptionist Clerk/Administrative Assistant I	Unit Restoration I
		Intake Assistant	Grounds Keeper
		Building Maintenance I	Grounds Keeper
C	\$22,000 to \$33,000	Assistant Public Housing Manager	Inside / Outside Preventive Maintenance
		Assistant Public Housing Manager /	Work Order Specialist
		Safety Department Administrative Assistant	Inventory & Work Order Specialist
		Building Maintenance II	Unit Restoration II
D	\$26,000 to \$38,000	Executive Assistant	Section 8 Specialist
		Financial Assistant I	Procurement & Work Order Specialist
		Human Resource Specialist	Maintenance Mechanic I
		Housing Intake Coordinator	Systems Specialist Assistant
		Public Housing Manager I	
E	\$29,000 to \$43,000	Financial Assistant II	Special Programs Specialist and Intake Coordinator
		Public Housing Manager II	Housing Choice Voucher Case Manager/Portability Specialist
		Public Housing Leasing & Collections Coordinator	Safety Officer
		Maintenance Mechanic II	CHALIS Grant Finance Manager
F	\$40,000 to \$55,000	Accountant	Housing Development Coordinator
		Director of Modernization and Maintenance	Human Resource Manager
G	\$42,000 to \$67,000	Director of Asset Management	Director of Public Housing Operations
		Director of Finance & Human Resources	Director of Housing Voucher Programs
		Director of Resident Services	Director of Safety
H	\$70,000 to \$110,000	Chief Executive Officer	