

REQUEST FOR COUNCIL ACTION

Date: June 23, 2014

Item No.: 7.j

Department Approval

City Manager Approval



Item Description: Approve Creation of a Housing and Redevelopment Authority (HRA)
Executive Director Position within the Community Development
Department

BACKGROUND

Given the recent turnover within the Community Development Department, the City Manager has been working on reorganizing the department to create an Executive Director position for the HRA. Up to this point, the Community Development Director also served as the HRA Executive Director. With the increased activity of the HRA in redevelopment activities and the desire to focus more on economic development activities within the department, it is necessary to create a separate job description for the HRA Executive Director position.

This proposed change would not add any additional staff. The existing Housing Program Manager, Jeanne Kelsey, would be designated as the HRA Executive Director. The existing Housing Program Manager position would not be refilled. Once the position is created, the Roseville HRA Board will need to officially appoint the HRA Executive Director.

The new position job summary, pay grade and salary range is as follows:

Under the direction of the Community Development Director and the Roseville Housing and Redevelopment Authority (RHRA), the Housing Redevelopment Authority (HRA) Executive Director is responsible for all aspects of the City's housing programs in conformity with the city, RHRA, community, and departmental goals and objectives. This position also undertakes and participates in economic development activities in conjunction with the Community Development Director. This position will apply professional principles and judgment to assist with the planning, leadership, operations, and administration of the policies and day-to-day operations of the Roseville HRA and for the City, while providing accurate, effective, informative, and timely public information to internal staff, residents, and businesses that furthers the City's commitment and vision for informative and responsive government. This position provides for the comprehensive management and supervision of the assigned functions and programs to include but are not limited to the planning, day to day operations, supervision, development, training, budgeting, analysis and troubleshooting, and administrative and managerial duties within HRA activities including reporting and recordkeeping; and takes an active leadership and participatory role in department and citywide community housing outreach programs, and public relations planning and operations surrounding housing programs.

Pay Grade – Exempt 14 Range: \$36.97 – \$44.54 / \$76,897- \$92,643

35 **POLICY OBJECTIVE**

36 To better align staff roles with qualified employees in order to carry out the strategic vision
37 and goals of the city and the HRA.

38 **BUDGET IMPLICATIONS**

39 The position will totally be funded by the HRA budget. The funding for salary and benefits
40 for both the HRA Executive Director (as part the Community Development Director position)
41 and the HRA Program Manager was \$123,968 in 2013. With the reorganization, these costs
42 (salary and benefits) will be approximately be \$113,000. As stated earlier, this position will
43 be at Grade 14 in our pay range plan. The Housing Program Manager position is at the Grade
44 13 and the Community Developpent Director postion is at Grade 18.

45 **STAFF RECOMMENDATION**

46 Authorize the creation of the Housing and Redevelopment Authority Executive Director
47 postion at the proposed pay grade within the city's compensation plan.

48 **REQUESTED COUNCIL ACTION**

49 Motion to Authorize the creation of the the Housing and Redevelopment Authority Executive
50 Director postion at the proposed pay grade within the city's compensation plan.

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