

JOB ANNOUNCEMENT HAYDEN URBAN RENEWAL AGENCY

Executive Director

Reports to: Board of Commissioners

Effective Date: TBD

Position Type: Contract, Part Time (Up to estimated 20 hours per week)

General Position Description

Under the general direction of the Board of Commissioners, the **Executive Director** serves as the Chief Executive Officer of the Hayden Urban Renewal Agency (Agency). In accordance with Agency policy, applicable laws, and professional standards, the Executive Director is responsible for the effective administration of all Agency activities, including development, planning, operations, budgeting, and developing/maintaining the Agency's external relationships. The position plans, organizes, schedules, monitors progress and evaluates the results of the work of others. The majority of work is done in an office environment with some field work involved.

Essential Functions/Major Responsibilities: (This list of tasks is illustrative only and is not a comprehensive listing of all functions and tasks performed by this position.)

The following essential duties may be performed with or without a reasonable accommodation.

- Serves as Chief Executive Officer of the Hayden Urban Renewal Agency and administers the work of the Agency in accordance with resolutions and policy guidelines established by the Board of Commissioners.
- Responsible for the Agency's overall organizational planning and development activities.
- Directs and participates in the review and approval of all phases of the Agency's projects including plans and drawings. Directs the inspection and review of construction of capital projects and assures compliance with state and local laws, codes, and ordinances.
- Directs financial planning and budget preparation; coordinates purchasing, expenditures and investments per guidelines; monitors, authorizes, and controls expenditures in accordance with established limitations.
- Assists the Board of Commissioners with decisions and guides strategy development for dealing with public and organizational issues.
- Develops goals and objectives, evaluates accomplishments, ensures timelines, and acceptability of work results in all aspects of the Agency's business.
- Prepares a variety of reports and recommendations for the Board of Commissioners.

- Attends Agency meetings and public hearings, makes public presentations, and responds to questions and comments as appropriate.
- Meets with Agency Committees, business and community groups, development interests, and other groups regarding Agency affairs.
- Reviews construction projects and approves payments for related work completed and services rendered.
- Represents the Agency regarding regional issues on local, state and national levels; works with others to resolve issues and concerns among and between the Agency and other jurisdictions and agencies.
- Serves as primary Agency staff spokesperson in media relations and contacts.
- Directs, participates in, and completes special projects as may be required.
- Serves as a resource within the Agency to various public agencies and others seeking specialized skills in the urban redevelopment field.
- Works with other Department/City Department Heads and outside agencies to negotiate agreements, establish, and maintain long-term cooperative intergovernmental relationships.
- Performs other related duties as assigned.

Job Scope:

- Position determines own practices and procedures within acceptable agency standards and contributes to the development of new concepts.
- Work situations are frequently new and varied requiring a high level of tolerance for ambiguity.
- The proper administration of Agency funds is required.
- Departmental budget preparation and financial planning/strategy responsibility.
- Oversight of professional consultants/ contractors.

Interpersonal Contacts:

Contacts are diverse and made with others both inside and outside the Agency. Contacts include direct contact with the general public, Agency Board of Commissioners, local, County, State and Federal elected officials, heads of other government agencies, legal counsel, developers, the media, and business and community leaders. Contacts are made on own initiative and will often contain confidential/sensitive information always requiring discretion. Position is expected to represent Agency policy and interests accurately and effectively in all contacts.

Essential Knowledge, Skills, and Abilities:

Knowledge of:

- Effective leadership skills and building trust and confidence within others.
- Strong interpersonal communication, written and verbal communication skills
- Idaho State Statutes on urban renewal (Title 50, Chapter 20) and economic development (Title 50, Chapter 29); steps in development of urban renewal plans.
- Hayden Urban Renewal Capital Development Plan.
- Hayden City Comprehensive Plan and Zoning Ordinance.
- Negotiation techniques and problem-solving methods, using skill, tact and diplomacy.

- Advanced physical project development, real estate and financial fundamentals, real estate negotiations, land use law, urban and economic development planning and design principles, and contract development.
- Effective and persuasive presentations to various groups including agency, policy makers of local government agencies and private institutions as well as the general public.
- Advanced skills in research, complex problem solving and decision-making that are used in addressing organizational and policy problems.
- Innovation and creation in developing short and long-term vision and implementation strategy for the Agency.
- Computer skills including programs for word processing, spreadsheets, presentations, graphics, and publication layout. Knowledge of programs in Microsoft Office (Word, Excel, PowerPoint, Access) and publication and mapping software is very desirable.
- Basic methods of statistical analysis.

Skill and Ability In:

- Formulating and convey an organizational vision responsive to the evolving challenges facing the Agency.
- Analyzing complex public policy issues and recommending an effective organizational response.
- Public policy development
- Contract development and implementation
- Developing and maintaining effective intergovernmental relations.
- Hiring, training, evaluating, coaching, and motivating team members in a positive way.
- Performing effectively in a complex political environment.
- Exceptional written and oral communication skills.
- Translating general direction into a work program of projects with schedules, tasks, and targets. Demonstrating an ability to match resources with demands, maintain focus and attention to both a project's goals and the details of its execution.
- Organizing, managing, and successfully completing a variety of complex and controversial projects in the public arena.
- Making decisions and exercising good judgment; exercising political astuteness.
- Anticipating questions, issues and concerns and acts as an effective troubleshooter.

Attributes:

- Honest, ethical, and trustworthy; adheres to letter and spirit of ethical standards and regulatory requirements in performance of work
- Maintains level of confidentiality that is appropriate to nature of the work
- Ability to work effectively with varied personality types and work management styles
- Remaining poised in dealing with people in difficult situations
- Self-motivated, excellent organizational skills; able to prioritize assignments
- Productive; able to handle a high workload
- Demonstrates consistent perseverance and follow-through on assignments
- Ability to be a team member; eager to help others
- Results oriented
- Professional with positive attitude

- Interested in learning and expanding capabilities
- Willingness to challenge the status quo

Acceptable Experience and Training:

- A Bachelor's degree in government, management, public administration, or similar subject
- Fifteen years' experience, or a master's degree in Public Administration, Business Administration, or Planning; and
- Five to seven years' experience in managing public organizations, including oversight of professional staff, is required; or
- Any combination of experience and training that provides the equivalent scope of knowledge, skill, and technical ability to properly perform the work as described.

Job Conditions:

Normal. Additional hours may be required to meet assignment deadlines. Attendance at evening meetings may be required. Some travel representing the Agency may be required.

Physical Demands & Work Environment:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to present and discern verbal instructions, review, and prepare program reports and materials, and to communicate effectively on the telephone and in person
- Sufficient visual acuity, with or without reasonable accommodation, to comprehend and review written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials
- Sufficient manual dexterity, with or without reasonable accommodation, to perform repetitive motions and to operate a personal computer and standard office equipment
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, to work in an office environment, visit and inspect facilities, occasionally lifting or moving objects that may weigh up to 20 pounds
- Occasionally related job tasks may require, with or without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, fingering, and grasping.

When duties and responsibilities change and develop, the job description will be reviewed and subject to changes of business necessity.

Please submit a cover letter and resume to rwright@cityofhaydenid.us.