



*Position Profile*

## **Housing Director, Planning & Economic Development**

The City of Saint Paul, Minnesota is seeking a Housing Director for the Department of Planning & Economic Development to play a key role in shaping our diverse, urban community and its future.







## *The City We Serve*

Saint Paul, the head of navigation of the great Mississippi River and Minnesota's Capital City, is a city of neighborhoods. Like a network of urban villages, our neighborhoods are strong and stable, each with its own unique offerings, texture of historic interest, cultural landmarks, and racial and ethnic diversity. This is why people lucky enough to live here feel a remarkable sense of belonging, a sense of place.

Our population has just exceeded 300,000, and we are home to just over 179,000 jobs. Saint Paul is at the heart of the 3.8 million-person Minneapolis-Saint Paul metropolitan area. More than 80 languages are spoken in the homes of Saint Paul school students, with the four most used languages being English, Spanish, Hmong and Somali. We seek to strengthen our innate assets by meaningfully engaging our diverse residents and businesses to build a city that is vibrant, cosmopolitan and welcoming, and to maximize our unique potential to be a compelling force in the global economy.

Saint Paul has a thriving commercial center and is home to Fortune 500 company headquarters, large regional enterprises, and countless small businesses and professional firms. We play a key role in the fortunes of the dynamic Minneapolis-Saint Paul metro area. Large-scale, visionary transit projects, like the Green Line light rail transit, are linking the East Metro with the metro core in a way that integrates neighborhood interests.

Saint Paul comprises 52 square miles of land and within that area boasts 61 miles of main line railway, 26 miles of Mississippi River waterway, 17.9 miles of interstate highway. The Saint Paul downtown airport has 133,700 annual takeoffs and landings, providing a convenient location for business and personal jets, augmenting the commercial and freight air service at the Minneapolis-Saint Paul regional airport eight miles south of the downtown core. This connected urban setting offers ample opportunities for recreation, business investment and active urban living.

Just as clearly as we are the seat of government for Minnesota and Ramsey County, Saint Paul is undoubtedly the state's historical and cultural heart. Saint Paul is home to the National Hockey League's Minnesota Wild, the nationally-renowned Ordway and Penumbra Theatres, the Palace Theater, a downtown vaudeville theater turned music venue, and soon home to Major League Soccer's Minnesota United. Our family-friendly downtown offers both the Science Museum of Minnesota and Children's Museum. Eleven colleges and universities within Saint Paul complement high-quality public and private elementary and secondary schools. Art galleries flourish both in Lowertown and in neighborhoods throughout the city. A strong historic preservation ethic has ensured that significant buildings, views and public spaces continue to inspire those who live here.

To learn more about why Saint Paul is a great place to live, work and play, visit [stpaul.gov](http://stpaul.gov) or [visitsaintpaul.com](http://visitsaintpaul.com).



## The Vision

Our vision is that Saint Paul will be a national leader in equity, innovation and resilience. The Department of Planning and Economic Development builds community wealth through business, housing, jobs, planning, financial and cultural assets.

## City Government

Saint Paul's Charter provides for a strong-mayor form of government. The Mayor is the Chief Executive Officer of the City and serves a four-year term. The seven members of the part-time City Council are elected by ward. The same seven members also serve as the Board of the Housing and Redevelopment Authority (HRA). The HRA is charged with redevelopment planning, financing and related real estate transactions, and is staffed by the Department of Planning and Economic Development. The Department of Planning and Economic Development provides staff support to the Planning Commission and subcommittees, Neighborhood Sales Tax Revitalization (STAR) and Cultural STAR boards, and the Heritage Preservation Commission.

Saint Paul has a nationally-recognized citizen participation system. The city's neighborhoods are organized into 17 district councils, which are recognized by the City Council as the official citizen participation organization for each neighborhood. City staff works very closely with the district councils.

The City employs 3,000 staff within 16 operating departments.

## *Housing Director, Planning & Economic Development*

The Housing Director will assist the Director of Planning and Economic Development (PED) in providing overall management for housing production and policy. The Housing Division works to ensure access to quality housing for all Saint Paul residents. The team finances multifamily and single-family housing construction and renovations, implements redevelopment projects with a mix of uses, provides foreclosure prevention counseling, supports homeless prevention and shelter services, and informs housing policy decisions.

PED employs 74 FTEs and has an operating budget of \$10.9 million, and a \$44.7 million capital budget for Housing and Redevelopment Authority activities.

## Key Focus Areas and Priorities

Housing policy, production and preserving affordability is a key focus for Saint Paul's Mayor and City Council and for the Department.

### **Resources and Strategies for ensuring access to quality affordable housing for all residents**

As is the case in many communities, Saint Paul is seeing a crisis of housing affordability. Over 30% of Saint Paul's households are considered cost burdened, paying more than 30% of their income for basic housing costs. For people of color, that percentage is even more troubling: 49.6%. We deploy a variety of production and preservation dollars - CDBG, HOME, LIHTC, revenue bonds, TIF – and pursue grants through other funding partners

to meet the housing needs in the community, and they are nowhere near enough to address the issue. We currently produce or preserve approximately 500 affordable housing units annually, with an estimated 15,000 households unserved. We must identify and implement additional strategies to address this significant need. One important focus for the department is solving the challenge of ensuring access to quality affordable housing for residents earning 30% AMI and less.

### **Community Wealth Building**

Supporting and building community wealth is a key focus of the City of Saint Paul and the department. We look at community and individual wealth broadly, including affordable rent payments, home ownership and business investments, and investments in education and savings mechanisms such as individual development accounts. We're pursuing a variety of ways to support thriving individuals and communities, by ensuring connections between housing and jobs for residents, reducing transportation costs through investments in transit and strategically locating both housing and jobs-focused developments, and reducing household energy costs through home weatherization and efficiency programs.

### **Fair Housing**

A cross-departmental working team has recently developed a number of targets and strategies to achieve Fair Housing goals in Saint Paul, building on regional work updating our Analysis of Impediments to Fair Housing stipulated by the Department of Housing and Urban Development. This work involves a variety of stakeholders including leaders in other City departments, housing developers, Minnesota Housing, Ramsey County, the Saint Paul Public Housing Authority and others. As the front line team ensuring production and preservation of affordable units in the city, our Housing Team and Housing Director play a crucial role in furthering this collaborative work to address housing needs all along the spectrum from addressing homelessness to quality market rate housing. <https://www.stpaul.gov/departments/planning-economic-development/housing/fair-housing>

### **Green Line & Transit-Oriented Development**

Saint Paul's "Green Line" is our first light rail line, and links the downtown core with many neighborhoods, the University of Minnesota and downtown Minneapolis along University Avenue. Light rail transit has resulted in significant new and re-investment.

PED plays a central role in ensuring that Saint Paul realizes the economic promise of the Green Line. Many projects have been completed, are underway, or are in the planning phase. Transit-oriented development (TOD) is a recurring theme in planning documents, and economic development and housing projects.

### **Ford Site**

A huge opportunity exists at the 125-acre site of the former Twin Cities Ford Assembly Plant. With building demolition and environmental remediation near completion, Ford listed the property for sale in late December 2017 and is currently evaluating proposals. PED and the Planning staff will begin working with the chosen master developer in 2018 to realize the City's adopted Ford Site Zoning and Public Realm Master Plan for a sustainable, vibrant, urban, mixed-use, 21st Century Community. The City has adopted ambitious goals for housing affordability on the site. Housing team staff and the Housing Director will be intensively involved in further developing implementation policies and strategies and negotiating with developers to ensure that we meet or exceed these goals. For more information, visit [stpaul.gov/ford](http://stpaul.gov/ford).

## *Ideal Candidate*

The City of Saint Paul is looking for a highly-talented, innovative professional that understands both the challenges and the unique rewards of public service. While the expectations are high, and the demands will be significant, our new Housing Director will be joining a team of highly-skilled professionals that is excited about the future, committed to public service, and looking forward to building on the momentum already generated in Saint Paul's residential and business communities.

The Housing Director will serve as the City's chief housing policy expert and implementation manager, overseeing a staff of 15-20 professionals working in housing policy, single family and multifamily housing preservation and production, housing finance, foreclosure prevention counseling and homelessness prevention. As a member of PED's Leadership Team, the Housing Director will work closely with the PED Director, Deputy Director, and the Directors of the Planning and Economic Development teams to ensure that housing strategies are well integrated with the Department's planning and economic development work.

### **A Knowledgeable, Adept Professional**

The ideal candidate will be a visionary housing professional with practical experience in affordable housing finance, development and policy who can point to demonstrated outcomes.

We seek:

- Demonstrated savvy with complex real estate and financial deals involving private and public sources, as well as with creating financing models and mechanisms to achieve ambitious affordable housing production goals.
- Experience with the full spectrum of housing policy and development including both multifamily and single family as well as homeownership and rental housing.
- Demonstrated knowledge of the policy and potential around alternative affordable housing solutions such as Accessory Dwelling Units, modular construction, tiny houses, Single Room Occupancy regulations, community land trusts, preservation of Naturally Occurring Affordable Housing (NOAH), energy efficiency strategies, etc.
- A demonstrated ability to negotiate effectively on behalf of the public interest.
- An accomplished and compelling public speaker and communicator.
- A strategic thinker.
- Experience with the public sector and a demonstrated ability to effectively navigate the political arena and engage multiple stakeholders.
- A knowledge of partnerships needed to accomplish a comprehensive, citywide housing strategy.
- A vision for fair, affordable, and stable housing and community wealth building in Saint Paul.

### **A Leader**

An effective director will recognize staff's skills and abilities, support their professional development and effective teamwork through guidance and mentorship, and inspire the team to excel in advancing the housing work program as part of the Department's mission. As a leader, the Director will determine Housing Team priorities, including project timelines and staff assignments. The Director should have experience effectively recruiting and retaining a diverse, talented staff.

### **An Innovator**

Saint Paul embraces innovation and seeks a leader comfortable with directing innovation and change. Our Housing Director should be able to creatively address housing policy and implement new financing tools.

### **Demonstrated Cultural Competence and Political Savvy**

A successful candidate will have demonstrated success in navigating intercultural relationships and working effectively with diverse populations and perspectives – and an ability to mentor and guide the Housing staff in cultural intelligence and working in a diverse, urban community. Multilingual abilities are an asset to this position. With intensive work with communities and elected officials, Saint Paul’s Housing Director must have political skills to manage complex power relationships.

### **Knowledgeable about Saint Paul’s Assets**

The ideal candidate will understand Saint Paul’s unique strengths as an urban core city with a strong public realm, distinct neighborhoods, State capital, educational and cultural center, and as home to multi-generational Saint Paul families as well as more recent arrivals from other parts of the U.S. and around the globe. Saint Paul’s Housing Director will build on those assets and should have experience working in a diverse urban context.

### **An Effective Partner**

The Housing Director and staff work closely with Minnesota Housing, Ramsey County, the Metropolitan Council, the Saint Paul Departments of Safety and Inspections and Human Rights and Equal Economic Opportunity, the Saint Paul Public Housing Agency, regional partners including the Fair Housing Implementation Committee, philanthropic community, non-profit and for-profit housing developers, neighborhood District Councils, and residents. The Housing Director needs to be an effective partner and collaborator.

### **Preferred Education and Experience**

The successful candidate will have:

- A Master’s degree in Housing, Public Administration, Real Estate, Finance, Urban Planning or a related field and six years of progressively responsible professional housing development, finance and policy experience, preferably including two years in a supervisory capacity.
- Or, a Bachelor’s degree in Housing, Public Administration, Real Estate, Finance, Urban Planning, or a related field, and eight years of progressively responsible professional housing development, finance and policy experience, preferably including two years in a supervisory capacity.

### **Compensation and Benefits**

The salary range goes up to \$139,900, with starting salary dependent upon experience and qualifications. Saint Paul has an outstanding benefits package:

- Medical Insurance - Medical coverage premium is fully paid for individual employees. There is a significant City contribution for family coverage.
- Dental Insurance - Dental coverage is available at cost.
- Life Insurance - City pays for premium cost for an amount of coverage equaling \$50,000.
- Pension - City contribution to MN Public Employee Retirement Association.
- Vacation - Vacation time is accrued at 15 – 26 days per year, based on years of service.
- Other Leave - Employees receive 10 paid holidays, and up to 12 days sick leave accrued per year.
- Deferred Compensation – Employee will have access to the deferred compensation program (similar to a 401k)

## Application Process

To be considered for this exceptional career opportunity, please submit a cover letter, resume and provide a detailed vision statement and plan at <http://bit.ly/2018housingdirector>.

Applications will be screened upon receipt. The position closes July 13, 2018 at 4:30 pm Central Time.

For more information, please contact:

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The City of Saint Paul is an equal opportunity/affirmative action employer. Veterans, women, persons of color, members of the LGBTQ community, and individuals with disabilities are strongly encouraged to apply.

## Vision Statement (1000 words maximum)

Saint Paul faces a serious affordable housing crisis compounded by racial disparities in homeownership, income and assets. Please provide your vision and a detailed plan as to how you will address this crisis. Please describe how your experience, skills and knowledge will enable you to implement this plan right away if chosen for this position.