



TOWN OF OAK CREEK

POSITION TITLE: Housing Innovation Manager

DEPARTMENT: Administration

REPORTS TO: Town Administrator/Clerk **FLSA STATUS:** Exempt

DATE APPROVED: January 9, 2025

This is currently a limited-term grant-funded position with an anticipated term of two (2) years. This term-limited role will be reviewed for renewal based on project performance and continued funding.

SUMMARY OF POSITION: While hired and officed as a full-time benefited Town of Oak Creek employee, the Housing Innovation Manager is responsible for leading the South Routt County housing efforts in creating, implementing and administering community housing initiatives towards the goal of maintaining and enhancing the quality of life in South Routt County through the creation and support of housing development. This position will lead the implementation and staffing of programs to accomplish the South Routt community's housing policies, as identified in the local Comprehensive Plans, the South Routt Housing Needs Assessment, and other local housing program directives. The position will initiate, supervise and oversee activities related to a wide range of programs to seek out new partnership opportunities on a local, state and federal level.

JOB RESPONSIBILITIES:

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

- Initiates, supervises and provides oversight and management of the programs, initiatives, budget and partnerships of South Routt County housing efforts in accordance with the South Routt community's housing policies, as identified in the local Comprehensive Plans, the South Routt Housing Needs Assessment, and other local housing program directives.
- Initiates, supervises and oversees activities related to a wide range of programs to seek out new partnership opportunities on a local, state and federal level.
- Serves as the lead staff representative regarding residential housing initiatives for South Routt County and stimulates its development as a sustainable community.
- Creates, coordinates and directs the overall strategy to strengthen the South Routt community's access to housing and affordability.
- Provides management and leadership to inter- and extra-organizational entities to educate the broader South Routt community on the importance of housing efforts.

- Supports broader Community Development initiatives through involvement with South Routt organizations, managers and boards. Provides management level support on discussions and decisions and assists in strategic activities to advance community development.
- Supervises and manages additional programs for the South Routt community as may be assigned.
- Ensures exceptional customer service is provided, and ensures timely, accurate and responsive answers to questions directly from the public, agency and community customers.
- Advises the South Routt organizations, managers and boards on housing-related matters including Town Boards, School Boards, Planning Commissions and Special Service District Boards.
- Proactively proposes, executes and evaluates workforce and affordable housing strategies for implementation. Projects will include:
 - The creation of housing policies and goals;
 - Amending existing housing programs and funding to achieve objectives;
 - Identifying future needs;
 - Community outreach on housing-related initiatives;
 - Housing data management and presentation related to key performance indicators; and
 - Attracting and collaborating with investors and developers.
- Develops and/or reviews financial pro formas detailing the suitability of projects for public assistance. May initiate regulatory and policy changes to support affordable housing projects and programs. Analyzes joint venture proposals, as needed. Assists in the preparation of financial analysis that may lead to ballot questions for consideration of the voters. Performs cost benefit analysis of identified sites/projects.
- Manages and provides professional counsel and recommendations on the utilization of any housing fee in lieu payments.
- Identifies and searches out financial resources and ongoing sources of funding the South Routt community's housing programs and housing projects. Coordinates activities to pursue federal and state CDBG, HOME and other public and private opportunities to expand and diversify the housing stock as call for in adopted plans, programs and policies for the community.
- Identifies, negotiates and secures land acquisitions, depositions or development on behalf of the South Routt community, where appropriate.
- Works with Town and County attorneys to write and review contracts for the purchase of real property, and function on behalf of the Towns and County in the creation of joint funding and development agreements, memorandums of understanding and other building documentation necessary in the development of affordable housing.
- Prepares and successfully implements an annual Housing Program work plan through demonstrated and measureable action steps and ensures the work is completed in a timely, effective and fiscally responsible manner.
- Initiate, implement and manage the development of the South Routt Regional Housing Authority.
- Plans and attends community meetings and seeks input from a diverse group of community, internal and regional stakeholders to create housing policies and initiatives to meet the needs of the community and its residents.
- Works to educate constituents, gather feedback on key issues, create presentations for informational meetings as well as formal public hearings.
- Ensures an accurate and complete database of deed restricted units within the South Routt community is maintained as well as certifying compliance of these units. Will evaluate, make recommendations and propose amendments to existing deed restriction regulatory documents.

- May act as project manager of community housing projects and programs including and not limited to new construction or renovations, negotiating contracts and working within applicable agency's procurement procedures.
- Development of communications strategies for community housing in coordination with South Routt entities and agencies.
- Assist organizations, managers and boards with development and implementation of annual housing-related budgets.
- Additional duties as assigned.

SUPERVISORY RELATIONSHIPS:

Works under the supervision of the Town Administrator/Clerk. Adopts broad guidelines to achieve results using independent judgement within policy. Supervises and provides oversight to a variety of third-party contractors, internal stakeholders, as well as other community partners that may assist the Housing Innovation Manager with various housing-related activities. Supervises the work of any assigned subordinate employees, assuring performance targets are met.

MINIMUM REQUIREMENTS:

- Minimum Education and Certification: Bachelor's degree in public administration, real estate development, land use/urban regional planning, economics, business administration or similar field AND three (3) years of administrative experience; OR an equivalent combination of education, experience, and training. Must maintain a valid Colorado driver's license.
- Minimum Experience: Three (3) years of professional-level experience in housing program administration, non-profit management, municipal government, economic development, redevelopment, or business assistance, including experience in program implementation, marketing, and public information efforts, or related fields; or a combination of education and experience which provides the required knowledge, skills and abilities to perform the position duties and responsibilities.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Successful community housing programs.
- Innovative housing and community development policies.
- Staff management and team development.
- Budgeting procedures and techniques.
- Complex financial and public/private partnership projects that may include state or federal funding, tracking and reporting mechanisms.
- Land use principles, policies and regulations.
- Working in a compliance, real estate, planning, financial, legal or local government environment.
- Principles and practices of community development; planning and zoning principles and processes; regulations governing departmental activities; land use ordinances, design regulations, and building codes; building plan review processes; procedures for conducting building inspections; code enforcement principles.
- Ensuring compliance with all federal, state and local regulatory requirements for housing programs, community development and community programs.
- Housing authority programs and documentation.
- Processes for developing and administering budgets.
- Geographic Information Systems, budget and other typical office software applications.

- Municipal, local government and special district organization, operations, policies and procedures.

Skill in:

- Overseeing and directing planning and development operations.
- Developing and implement organizational goals, policies and procedures.
- Analyzing community housing issues, evaluating alternatives, and making logical, achievable recommendations based on findings.
- Presenting and defending housing information and policy decisions in a public speaking setting such as neighborhood meetings and public hearings.
- Serving as an autonomous, self-starting program coordinator and creating new housing opportunities.
- Developing and administering budgets.
- Assessing and prioritizing multiple tasks, projects and demands.
- Communicating effectively in verbal and written forms.
- Establishing and maintaining effective working relations with co-workers and representatives from local, state and other agencies.
- Maintaining accurate records.
- Understanding and applying statutory standards and procedures, and applicable Federal rules and regulations.
- Interpreting financial documents, technical instructions and analyzing complex variables.
- Grant research and grant writing and administration.

Ability to:

- Plan, assign and supervise the work of South Routt County housing efforts.
- Develop innovative and creative ideas, concepts and solutions.
- Seek out and secure funding options, including grant opportunities.
- Develop creative tools to promote functions and activities.
- Maintain accurate records and reports.
- Operate modern office equipment.
- Respond to requests and inquiries from the general public.
- Work a variety of shifts and hours.
- Serve as a liaison and expeditor between various government agencies and private business and development representatives.
- Work cooperatively with business, government executives and representatives.
- Interpret and apply Federal, State and local laws and regulations.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Interact in a positive manner with staff and the public.
- Use efficient learning techniques to acquire and apply new knowledge and skills, using training, feedback or other opportunities for self-learning and development.
- Work the allocated hours for the position.
- Attend and participate in professional group meetings, stay abreast of new trends and innovations in the field of community planning.

WORK ENVIRONMENT: Work is primarily conducted indoors with occasional travel to external meetings and conduct site visits. Incumbent experiences routine exposures and hazards of a typical office environment.

PHYSICAL REQUIREMENTS:

- Visual and physical capabilities to work on computers and associated equipment for prolonged periods of time.
- Requires the ability to sit and perform administrative and computer work for significant periods of time.
- May involve the ability to move up to 25 lbs.
- Incumbent is frequently required to work after normal work hours to attend governmental meetings.