



# COUNTY OF CHISAGO

HUMAN RESOURCES DEPARTMENT

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## **JOB OPPORTUNITY**

### **Office Administrator/Program Manager**

PROMOTIONAL \_\_\_\_\_ **X**

COMPETITIVE \_\_\_\_\_ **X**

**APPLICATION CLOSING DATE: 01/22/2019**

**JOB TITLE:** Office Administrator/Program Manager  
**DEPARTMENT:** Chisago County Housing and Redevelopment Authority (HRA) –  
Economic Development Authority (EDA).  
**SUPERVISOR:** Executive Director

**SUMMARY OF DUTIES:** Under the general supervision of the Executive Director, this position is responsible for overall office administration and management of HRA-EDA programs and multi-family properties.

**QUALIFICATIONS & REQUIREMENTS:**

High School Degree or GED, two year degree in relevant financial accounting or bookkeeping, and one to three years of experience. Experience with the public sector is desired.

Advanced experience of personal computer operations and software including word processing, spreadsheets and accounting programs.

**GRADE: 19**

**SALARY RANGE: \$18.80 to \$24.68**

## **DUTIES AND RESPONSIBILITIES:**

Provide clerical, telephone, computer, copier, mailings, prepare and edit correspondence and general office support for HRA-EDA programs and operations.

Manage and maintain a systematic filing/record keeping system for all HRA-EDA and property management activities. Maintain records in accordance with the HRA-EDA Records Retention Policy.

Provide information and answer related questions as it pertains to housing and economic development.

Effective and respectful communication and interactions with tenants, property management, supervisor and board members, multiple organizations, customers and clientele.

Coordinate and prepare agendas and HRA-EDA Board Packets for board meetings, prepares official notices for publications and meetings notices to interested parties.

Attend all HRA-EDA Board meetings and assist in taking minutes of the meetings for preservation of the permanent record.

Drafts agreements, documents, county Board Request for Board Action (RBA) at the request of staff and forward to HRA-EDA attorney, County Clerk, County Recorder, or other county departments, if necessary.

Collect completed business subsidy recipients job creation report form for reporting to the state and HRA-EDA.

Advise and assist Executive Director in planning, agency operations, budgets, management and programmatic issues.

Prepare, maintain and record financial records for all HRA-EDA revenues and expenditures.

Prepare monthly and quarterly financial statements and records for preservation of the permanent record.

Prepare and record HRA-EDA payroll, contractor payments and all HRA-EDA and multi-family financial expenditures, checks and reports.

Maintain HRA-EDA personnel records and new hire reporting.

Maintain all types of insurance coverage for HRA-EDA employees, properties, liability and risk.

All bookkeeping services required, including record and code receipts of payments, deposit funds in bank and transfer funds between bank accounts and other investment accounts when necessary.

Provide information to accounting firm to complete the annual audit and provide information as requested by the county auditor.

Coordinate work activities of property management, caretaker, office and clerical staff.

Coordinate lease-up and property management activities for multi-family housing developments.

Maintain detailed multi-family property tenant files.

Administer and maintain detailed files, reports and financial records for housing and commercial rehabilitation programs.

Act as the HRA-EDA's Environmental, Labor Standards, Fair Housing and Equal Opportunity Officer.

Close mortgages for Minnesota Housing Finance Agency (MHFA) and Small Cities Development Program (SCDP) and other programs requiring mortgages.

Maintain documents related to acquire grants and funding and provide a schedule for reporting requirements.

Attendance during regularly scheduled work hours and outside regular hours as necessary.

Create and regularly maintain various databases such as available commercial sites and buildings, Chisago County businesses, realtors, and developers.

Maintain and update information on the website on a regular basis.

Assist with posting information on all social media sites relative to the HRA-EDA for community outreach and marketing the county.

Make arrangements for meetings, facilities and participants for offsite meetings

Coordinate general HRA-EDA and multi-family property office supplies, cleaning supplies, equipment and miscellaneous purchases.

Ensure the HRA-EDA buildings are maintained including repairs and cleaning.

Communicate and work with IT Provider relative to computer, server and email issues.

Perform other related functions as apparent or delegated.

**DESIRED MINIMUM QUALIFICATIONS:**

High School Degree or GED, two year degree in relevant financial accounting or bookkeeping, and one to three years of experience. Experience with the public sector is desired.

Advanced experience of personal computer operations and software including word processing, spreadsheets and accounting programs.

Knowledge in the use of standard office equipment.

Effective oral and written communication skills.

Ability to type accurately.

Ability to operate typewriter, personal computer, copy machine and fax machine.

Effective letter writing, report writing, and composition of business correspondence.

Bookkeeping experience and knowledge of budgeting principals.

Ability to follow written and oral instructions.

Ability to meet imposed deadlines.

Ability to work with minimal supervision.

Ability to work with diverse groups of people.

Strong interpersonal communication skills.

**TOOLS AND EQUIPMENT USED:**

Computer, telephone, calculator, and multifunction machine - copier, fax, and scanner

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, sit at a desk for extended period of time; reach with hands and arms, operate office equipment, hear, see and talk; handle or feel objects requiring finger dexterity and/or hand coordination, stand; walk and use hand to finger, handle, feel or operate objects. The employee is occasionally required to climb or balance, stoop, kneel, or crouch; walking or standing and talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in an office setting. The noise level in the work environment is usually moderate in the office.

**SELECTION GUIDELINES:**

Individuals will be subject to an evaluation of education, experience, and knowledge. Oral interviews will be conducted.

**GENERAL STATEMENT:**

Applicants for appointment to this position will be required to submit a formal application and may be subject to rating of education and experience, oral interview and/or reference check, background check and criminal background check. Job related testing may be required of any applicant.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.