

Comprehensive Plan:

Zoning Code:

Other:

Background/Supporting Information

CPED is seeking to fill the position of Senior Project Coordinator, Multifamily Housing, with the top candidate for the position, Kevin Walker. The position is responsible for complex multifamily housing development and financing transactions for a wide variety of affordable and mixed-income rental and ownership housing redevelopment projects. Financing transactions may involve housing revenue bonds, low income housing tax credits, tax increment, and several highly regulated federal funding sources. This position demands strong analytical and negotiating skills. In addition, this position also acts as a program administrator for multifamily housing programs and initiatives.

As shown on the attached form, Mr. Walker has relevant experience and education significantly exceeding the minimum qualifications for the position.

Step 5 of the pay scale is roughly equivalent to his current salary as Cooperative Housing Program Manager at Northcountry Cooperative Development fund.

The request to start Mr. Walker at step 5 has been approved by Pam French, Human Resources Director (See attached form).

HUMAN RESOURCES DEPARTMENT

Hiring Department's Request to Offer an Initial Classified Position Salary

Above Step 3

Note: The Hiring Department must complete this form and have it approved by the Human Resources Director before making an offer of employment for a classified position with a salary above Step 3.

Candidate's Name: Kevin Walker	Position to be Filled: Senior Project Coordinator
Requested by (Hiring Manager): Cynthia Lee	Hiring Manager's Job Title: Manager
Hiring Department: CPED/Multifamily Housing	Date of Request: March 24, 2006

Criteria Considered	<u>Minimum Qualifications of Vacancy</u>	<u>Current Qualifications of Candidate</u>
1. Number of years of similar or related work experience	Five years of relevant experience in urban planning, project management or real estate development.	Kevin Walker has six years of relevant work experience, plus summer internship with St. Paul PED
2. Relevant work/professional experience and accomplishments		Positions with the NCB Development Corp and North Country Cooperative Development Fund are directly related to Multifamily Housing project management - responsible for financial analysis, negotiations, due diligence, program management.

3. Relevant educational/training accomplishments	Bachelors Degree in urban planning, business administration, public administration, economics, architecture or equivalent	Bachelor's Degree in political science from Swarthmore College and a Master of Regional Planning with Cornell University – received two faculty awards. Also attended LIHTC training from Neigh Reinvestment Trng Inst.
4. Relevant set of knowledge/skills/abilities	Considerable knowledge of multifamily housing project management and financing Considerable knowledge of real estate, property acquisition. Skill in working with neighborhoods, lenders, and making presentations to public entities. Strong written and verbal communication skills and ability to work with a diverse population Knowledge of city plans, public and private financial tools, real estate law and contracts.	Has considerable knowledge in all of these areas. Past experience includes development of various multifamily cooperative projects - acquisition, financing and structuring, extensive work with resident organizing, presentations to city, state and federal entities and loan committees.
5. Other relevant criteria		Has worked with FHA, MHFA CRV, TIF and LIHTC financing mechanisms.

Difficulty in filling the position because of unique skill requirements	Comments: It is extremely difficult to find a candidate with programmatic, financing, and technical skills and experience specifically related to Multifamily housing.
Department's capacity to pay for the higher starting salary	Comments: It is within the budget of the department. The funding for the position is covered by housing revenue bond fees, HOME, CDBG and TIF admin dollars.

Salary Range for Position	Current Salary of Candidate	Proposed Salary
\$54,402 - \$72,861	\$65,000 plus \$1,000 bonus	\$65,373 (step 5)

Approved (HR Director)	Signature	Date
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