

SEDALIA



Missouri



Recruitment Profile

Housing Specialist - City of Sedalia

200 S. Osage Avenue
Sedalia, Missouri 65301

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www.CityofSedalia.com

INTRODUCTION

This Recruitment Profile discusses the qualifications and experience identified by the City of Sedalia as necessary and desirable in candidates for the Housing Specialist position in Sedalia, Missouri. This document also provides background on the community and the organizational structure of the City of Sedalia.

The City intends to conduct a national recruitment process with this profile serving as its guiding document. This profile is intended to provide specific criteria by which all applications will be screened for initial interviews and, ultimately, by which a finalist will be selected to be considered for appointment.

All inquiries regarding the recruitment and selection process for the Housing Specialist position are to be directed to the attention of the contact below:

Brian Koral, Personnel Director
200 S. Osage Avenue
Sedalia, Missouri 65301

Phone: (660) 827-3000
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COMMUNITY BACKGROUND

The City of Sedalia (“City”), with a population of 20,339 residents, is a city of the 3rd class and the seat of county government in Pettis County, Missouri. Founded in 1860 by George R. Smith as a railroad town, Sedalia is a community rich in history and confidently pursuing its future as a city of the 21st century.

Located 90 miles east of Kansas City and 190 miles west of St. Louis, Sedalia's location at the intersection of US routes 50 and 65 gives residents and businesses easy access to Interstate 70, state capital Jefferson City and the Lake of the Ozarks / Truman Lake recreational area.

Since 1899, Sedalia has been home to the Missouri State Fair - welcoming nearly 350,000 visitors every August to the third largest State Fairgrounds in the United States. The nearly 400 acre site offers year-round facilities for camping, recreational activities and community events.

Sedalia hosts the annual Scott Joplin Festival, celebrating one of the best-known composers of the ragtime era. The festival, held each year in early June, is Sedalia's first summer event and

draws young and old to celebrate Sedalia's unique place in American music history.

The city's economy continues to shift from the railroad-based economy of the 1900's to the ever-diversifying manufacturing and service economy of today. New and expanded manufacturing operations continue to grow the service industry and to attract new businesses to the community. Much of the area surrounding Sedalia continues to be active farmland, keeping Sedalia connected to its roots while driving growth forward towards its future.

In 2006, Sedalia was recognized as one of Missouri's DREAM Initiative communities - supporting the redevelopment and revitalization of Sedalia's historic downtown and in 2007, voters of the Sedalia school district approved plans to renovate existing schools while constructing a new, state-of-the-art high school.

In 2007, ProEnergy Services relocated its world headquarters to Sedalia from Atlanta, Georgia. ProEnergy is an integrated service provider that delivers safe, reliable solutions to clients throughout the world. ProEnergy provides a variety of professional services, parts and

equipment to the energy and ethanol industries. Since coming to Sedalia, their corporate campus had continued to grow and expand – investing more than \$29 million while bringing new technologies and more than 400 new job opportunities to the community. With an average starting salary of more than \$58,000, ProEnergy’s growth in Sedalia is creating quality jobs that support families and encourage commercial activity throughout the community. ProEnergy was awarded the Project of the Year Award in 2009 by Governor Jay Nixon.

Sedalia schools continue to grow to meet the needs of the children in our community. Renovations at the elementary school level have added classroom space and a new, state-of-the-art high school opened in 2009 to educate the next generation of Sedalians. There are eight schools serving students in the school district with multiple options for private or parochial schools as well. Sedalia is also home to State Fair Community College – offering courses and degrees in a wide range of areas and interests.

The arts community has a long history in Sedalia. The Sedalia Symphony is one of the oldest symphonies west of the Mississippi River and offers multiple performances each year. The Daum Museum of Contemporary Art attracts art aficionados to more than 12,000 square feet of exhibition space and features rotating exhibits and unique artwork for visitors to enjoy.

Outdoor enthusiasts find quick access to the Katy Trail State Park, fishing at local lakes and a full slate of sporting opportunities through our Parks and Recreation program. The Bothwell Lodge State Park, just minutes north of Sedalia, offers tours, hiking and mountain biking trails through the rolling hills and valleys of the 245 acre former estate of Sedalia businessman John Bothwell.

The Tour of Missouri, a world-class cycling event, made its first visit to Sedalia in 2009 as the Individual Time Trials were held in the community. Riders from top-ranked teams and visitors from around the world gathered in Sedalia as racers took to the roads around

Sedalia in a thrilling race against the clock event.

In order to foster future growth, Sedalia has continued to upgrade its infrastructure and facilities to meet the needs of the community in the future. Infrastructure investments have included the completion of a Combined Sewer Separation, downtown streetscape project, a multi-year street improvement plan and proactive wastewater system upgrades. Recent renovations to the Sedalia Memorial Airport terminal and Crown Hill Cemetery office emphasize the importance of presenting modern, accommodating space for the public. Renovations are underway in City Hall with the first phase of a multi-phase renovation project complete and phase II of the project will be completed during the current fiscal year.

CITY GOVERNMENT

The City of Sedalia is a city of the 3rd class organized under Missouri law. Sedalia operates under the Mayor-Council-Administrator form of government and has enjoyed a stable political environment over the past several years. The City Council consists of eight members, two Council Members from each of Sedalia’s four wards, serving two-year, staggered, terms. The Mayor is elected at-large every four years.

The City Administrator serves as the Chief Administrative Officer of the City of Sedalia, guiding and directing the day-to-day operation of municipal government in Sedalia. The City currently operates with ten municipal departments and more than 220 full-time staff members.

GUIDING PRINCIPLES

The City has, over the past two years, worked to develop vision, mission and purpose statements to guide and direct the efforts of municipal operations. The following statements have been developed by the City’s Senior Staff and adopted by the City Council.

Vision Statement

Dynamic life and comfortable living in Greater Missouri

Mission Statement

The City of Sedalia is committed to meeting the needs of our community through professional leadership and operational excellence.

We deliver efficient, quality municipal services, create opportunities for growth and protect the quality of life that makes our community a desirable place to live.

Our Priority is S.E.R.V.I.C.E.

Safety of the Public - The City of Sedalia will provide for the safety of its citizens and visitors. Across all City services, protecting the people and places of Sedalia is our highest priority.

Economic Growth - Sedalia will promote economic development utilizing innovative and high quality business practices to enhance the quality of life for all members of our community.

Residential Neighborhoods - Residential areas throughout Sedalia will be safe, diverse, and accessible for all of our citizens and will have well-maintained neighborhoods that instill a sense of pride and community.

Vibrant Downtown - The City will support efforts to ensure that its historic downtown is well maintained and pedestrian-friendly with a permanent combination of professional, commercial, residential and public uses.

Intestments in the Future - The City will make strategic decisions that benefit the long-term, sustainable priorities of Sedalia and will encourage partnerships within the community that do the same.

City Government - City government in Sedalia will provide fair treatment and exceptional service by being efficient, accessible,

responsive, accountable, and financially responsible to the community we serve.

Employee Excellence - The City of Sedalia honors its staff team as both the greatest asset of the City and the reason for the quality of our organization. The City supports employee development and encourages our employees to seek opportunities for personal and professional growth.

HOUSING SPECIALIST

This position is responsible for developing strategies and strategic partnerships and administering programs and projects aimed at improving the City's housing stock, thereby achieving community revitalization goals.

CHALLENGES AND OPPORTUNITIES

Sedalia's Housing Specialist can expect to encounter the following challenges and opportunities in the coming years:

- Perform a “best practice scan” of national, state and regional housing stock upgrade programs and activities and recommends to the Mayor and City Council the implementation of select programs aimed at improving the City's aging housing stock.
- Utilize the Comprehensive Plan for formulating goals, strategies and expected outcomes of housing stock programs.
 - Prepares and maintains a variety of records and reports for daily activities, special projects and Comprehensive Plan actions and goals.
- Collaborate with various community groups and community stakeholders in the development and implementation of programs and activities to improve the overall condition of the City's housing stock.

- Communicate with developers and agencies to provide research data, city information, and government program assistance for neighborhood development, redevelopment, and revitalization initiatives and efforts.
- Provide technical assistance to property and business owners in developing studies to define market trends and feasibility of projects.
- Supply informational brochures on eligible program activities.
- Work with the housing development community in communicating housing stock upgrade initiatives and programs, gaining a greater understanding of the City's housing concerns, and encouraging private investment in the City's housing stock.
- Collaborate with the City's Code Enforcement Division and Municipal Court to connect low income individuals unable to address property maintenance and housing code violations with available programs, activities and other community resources aimed at correcting the violation.
- Develop an inventory of the City's housing stock and its general condition and establish benchmarks for monitoring the effectiveness of programs and activities aimed at improving the City's housing stock.
 - Collect data on sales and rental housing.
 - Develop and maintains resource information relating to the availability of public and private funds.
 - Make recommendations regarding additions or changes in procedures, compliance, documentation or other areas related to the overall efficient operation of housing related activities.
- Create graphics and maps as needed.
- Pursue and administer grants and other funding sources designed to improve the City's housing stock.
 - Monitor projects for compliance, using appropriate criteria with the terms and conditions of statutory and regulatory requirements. Read, analyze and accurately interpret local and federal rules and regulations.
 - Communicate with state and federal officials on program requirements and compile various reports required by state and federal regulations.
- Support neighborhood associations and provides technical assistance in neighborhood improvement projects.
 - Serve as Project Coordinator for assigned neighborhood organizations.
 - Determine geographic/demographic boundaries for establishing neighborhood organizations.
- Act as staff liaison and provides technical or advisory assistance as needed to other boards and agencies.
- Make special presentations pertaining to housing issues. Speak to local groups and civic organizations regarding housing issues.
- Utilize appropriate computer software applications.

CANDIDATE QUALIFICATION CRITERIA

The following factors of education, experience and personal traits have been identified by the City of Sedalia as ideal attributes for candidates to possess in order to function effectively in the position. The starting salary range for the position is \$36,737.32 - \$41,329.48, depending on qualifications and experience. As an employee of the City of Sedalia, you will enjoy a comprehensive benefits plan designed to support the health, wellness and financial security of you and your family. From health and dental plans to vacation time and retirement contributions, the City is proud to offer our employees a variety of options to meet their goals and needs.

Education and Experience (not in order of importance)

- Possess a bachelor's degree in real estate, business administration, finance, planning, social work, psychology, sociology or a related field from an accredited university.
- Have knowledge of laws, ordinances, regulations, and policies of various government agencies as they affect housing issues.
- Knowledge of principles and procedures involved in social services; counseling techniques; and basic financial analysis.
- Knowledge of state and federal grant programs; real estate, insurance, and financing practices; current economic, development, and demographic trends and issues;

PROFESSIONAL ANNOUNCEMENT

The following, or similar, text has been released for insertion in appropriate professional publications and internet sites.

City of Sedalia, Missouri Housing Specialist

Sedalia, MO (population 20,339). Dynamic, growing city in central Missouri seeks a progressive, innovative, and professional Housing Specialist who will be responsible for developing strategies and strategic partnerships and administering programs and projects aimed at improving the City's housing stock. Sedalia is the seat of government in Pettis County and home to the Missouri State Fairgrounds. Located 90 miles east of Kansas City and 190 miles west of St. Louis, Sedalia's location at the intersection of US routes 50 and 65 gives residents and businesses easy access to Interstate 70, state capital Jefferson City and the Lake of the Ozarks recreational area. Graduation from an accredited college or university with a Bachelor's Degree in real estate, business administration, finance, planning, social work, psychology, sociology or a related field is required. A complete job description is available online at www.cityofsedalia.com/jobs. Starting salary is \$36,737.32 - \$41,329.48, depending on qualifications and experience. Apply by 3 p.m. on August 13, 2010 to: Brian Koral, Personnel Director, City of Sedalia, 200 S. Osage Avenue, Sedalia, MO 65301. Tel: (660) 827-3000; Fax: (660) 827-3885; Email: bkoral@cityofsedalia.com. The City of Sedalia is an Equal Opportunity Employer and a Drug-Free Workplace.