

## Architect

Minnesota Housing is seeking a qualified candidate to work with the Multifamily Division. This is a limited (one-year) position. The focus of this position is to work with ARRA funding during the

- loan closing stage: providing guidance to owners in preparing the construction agreement and conditions;
- construction stage: review draw requests, review requested change orders;
- inspection stage: inspect work for completion in accordance with approved contract documents, confirm all conditions of the contract have been met; and
- warranty period stages: ensure an 11-month inspection is conducted with the owner, contractor and architect present.

Typical work assignments include some or all of the following:

- Ensure that developments financed by the Agency through design review achieve at least the minimum standards of decent, safe, sanitary and energy efficient housing, as identified in the Agency's work plan, mission statement and program guidelines, in an economical and cost effective manner.
- Balance the Agency's housing production goals with the need to maintain a fiscally solid mortgage portfolio of decent, safe, sanitary, and affordable multifamily housing.
- Assist the construction team during the development's construction phase.

Salary will be based on experience and skills, within a range of \$59,195 to \$84,835. A Bachelor's Degree in a business field is desired. A qualified candidate must be registered with the Minnesota Board of Registration for Architects, Engineers, Land Surveyors, Landscape Architecture, Geoscience, and Interior Design as a professional architect. Candidates should have knowledge of:

- Principles and practices of architecture sufficient to direct and approve the design, development, and production of construction plans and schematics; and
- Mechanical, electrical, and structural engineering sufficient to review projects and plans and provide direction to professional staff on changes and modifications.

Strong communication (written and verbal) and problem solving skills are a must.

For further information on this position, contact Jack Jenkins at (651) 296-9828 or [jack.jenkins@state.mn.us](mailto:jack.jenkins@state.mn.us).

**To Apply:** Submit your resume directly to Minnesota Housing at 400 Sibley Street, Suite 300, Saint Paul, MN 55101, ATTN: Human Resources. You may fax your resume to 651-296-8032.

Minnesota Housing, located in downtown St. Paul, is an Equal Opportunity Employer.