



**Request for Consulting Services
Town of Sudbury, Massachusetts**

Community Housing Specialist Consultant

The Town of Sudbury is soliciting resumes of qualified consultants to assist the Town with housing administrative services in conjunction with the establishment of a Regional Housing Services Office.

The successful candidate will report to the Community Housing Manager and will work closely with housing and planning personnel and various town boards and committees in Sudbury, Bedford, Concord, Lexington, Lincoln, and Weston with issues related to affordable housing.

The successful candidate must have a Bachelor's Degree from a four-year college or university in planning, public administration or related field, plus at least **four** years related experience or training; or an equivalent combination of education and experience in affordable housing.

The required skills, related to affordable housing, include financial and budget review, project feasibility analysis, applicant income qualification, resident assistance program administration, familiarity with applicable local, state and federal subsidy programs, regulations and legislation, including Fair Housing laws and practices, affordable housing restrictions, monitoring practices, and permitting processes.

The successful applicant must have the ability to perform research, collect and analyze information and prepare written and oral reports and presentations for municipal boards and committees, with strong communication and interpersonal skills.

The consultant will be paid on an hourly basis for approximately 20 hours per week annually at a rate of \$40.00 per hour. There may be an ability to extend the contract subject to funding.

Resumes with Letters of Interest should be sent to the Planning and Community Development Office, 278 Old Sudbury Road, Sudbury, MA, or emailed to rustb@sudbury.ma.us . Any questions can be directed to Beth Rust, Community Housing Office, 978-639-3388.

Maureen G. Valente, Town Manager
April 25, 2011