

Position Available
Part-time Housing Specialist
Planning and Community Development Department
18 hours per week

The Town of Sudbury is accepting applications for the position of Housing Specialist. This position is funded for 18 hours per week (no benefits). The Housing Specialist will perform income eligibility verifications and other reviews in compliance with program requirements for tenant and buyer selection for lottery and resale agent services for the Sudbury Housing Trust, and other administrative and technical support relating to affordable housing issues in the implementation of the Town's housing plans.

The Housing Specialist will work under the supervision of the Director of Planning and Community Development.

Candidates must meet the minimum requirements contained in the job description posted on the town's website at www.sudbury.ma.us/departments/HR . Salary range is \$25.44 to \$33.45 per hour. CORI may be required.

Send letter of interest and resume, as well as any questions about the position, to Jody Kablack, Director of Planning and Community Development at kablackj@sudbury.ma.us. Resumes accepted until June 18, 2014 at 3:00 p.m. AA/EOE

See below for complete job description.

HOUSING SPECIALIST

Definition

Under the direction of the Planning and Community Development Director, provides administrative and technical support relating to affordable housing issues and assists the efforts of various town boards and committees to develop affordable housing opportunities and implement the Town's housing plans.

Distinguishing Characteristics

Works under the direction of the Planning and Community Development Director and assists with all affordable housing initiatives and activities within the Town, including those of the Sudbury Housing Trust and other boards and committees.

Requires the exercise of sound judgment, objective and rational analysis of the needs of the community and the requirements of the Commonwealth of Massachusetts with respect to affordable housing, and the exercise of strategic planning to identify and pursue resources and programs appropriate to meet substantiated housing needs.

Frequent contact with residents seeking housing or housing-related questions and various Town departments, frequent interaction with various boards and committees and elected and appointed officials, frequent contact with state and/or federal agencies and officials.

Improper judgment could cause delay and confusion and result in adverse publicity. Errors and poor performance could result in missed deadlines, missed opportunities to address legitimate Town needs and priorities, and a loss of available supplemental non-Town funding resources.

Essential Functions

Serve as staff resource to the Sudbury Housing Trust, including the following activities: perform income eligibility verifications and other reviews in compliance with appropriate program requirements for tenant and buyer selection for lottery and resale agent services for the Sudbury Housing Trust; implement Housing Trust programs; update housing-related plans and studies; present reports on housing-related topics; conduct planning and feasibility studies for new affordable housing development; monitor Sudbury's affordable housing inventory on the state's Subsidized Housing Inventory; preparation of marketing plans and supporting documents and maintain accurate financial accounts and other records as necessary.

Perform other related duties as required.

Knowledge, Abilities and Skills

Thorough knowledge of M.G.L. Chapter 40B and related housing and planning statutes.

Thorough knowledge of state and federal programs and resources available for creation of affordable housing. Expertise in the development of affordable housing including subsidy funding, project management, fair housing lotteries, income verification and monitoring. Ability to read, analyze and interpret scientific data, demographics, technical reports, financial data and legal documents. Ability to perform detailed research, collect and analyze data and prepare written and oral reports and presentations for municipal boards and committee and the public. Strong communication and interpersonal skills to effectively interact with Town staff, local elected and appointed officials, state and federal officials and agencies, private developers and funding agencies, and the public. Microsoft Excel proficiency.

Minimum Education and Experience

Bachelor's degree in planning, public administration, real estate or related field, plus three (3) years related training and/or experience; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid motor vehicle operator's license.

This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.