

# CITY OF BOSTON EMPLOYMENT OPPORTUNITY

For office use only:

Job Code: 080340

Position #: 00035457

POSTING DATE: \_\_\_\_\_

CLOSING DATE: \_\_\_\_\_

**POSITION TITLE:**

**POSTING #:**

**ASSISTANT DIRECTOR (Homebuyer Services)**

**BRIEF JOB DESCRIPTION (essential functions of the job):**

Under the direction of the Deputy Director for Homebuyer Services, the incumbent is responsible for overseeing homeownership education, counseling, financial assistance, property marketing, foreclosure prevention and outreach programs. Duties include, but are not limited to: supervising Senior Program Managers; developing, implementing, and overseeing policy guidelines and management controls; preparing, overseeing and monitoring budgets; overseeing contracts, grant agreements and MOA's; overseeing homeownership programs and progress, performing special projects, initiatives and trainings; maintaining records and preparing reports. Performs other related duties as required by the position.

**MINIMUM ENTRANCE QUALIFICATIONS:**

- ▶ At least four (4) years experience in homeownership, residential housing and/or mortgage finance with a minimum of three (3) years in a supervisory role required.
- ▶ Demonstrated knowledge of homeownership programs, mortgage financing, foreclosure and credit counseling and residential real estate.
- ▶ Excellent negotiation, communication, organizational, analytical, problem solving, and management skills.
- ▶ Demonstrated proficiency with Microsoft Office and data systems.
- ▶ Ability to speak and write Spanish or other non-English language.
- ▶ Valid MA driver's license and willingness to work evenings and weekends throughout the city.
- ▶ Demonstrated sensitivity to the needs of diverse populations.
- ▶ Appropriate educational substitutions may be made.

**BOSTON RESIDENCY REQUIRED**

**DEPARTMENT NAME AND ADDRESS**

Dept. of Neighborhood Development  
26 Court Street, Boston 02108  
(617) 635-0500

**EMPLOYMENT SITE (if different):**

26 Court St.  
Boston, MA 02108

**PAY AND HOURS PER WEEK:**

**Union & Grade – Non-Union, NU-26**  
**Minimum Salary - \$2,300.98 bi-weekly**  
**Maximum Salary - \$3,275.05 bi-weekly**  
**35 Hours per Week**

**SUBMIT APPLICATIONS TO:**

Office of Personnel Management Phone: 635-3370  
Boston City Hall, Room 612  
Boston, MA 02201

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

ALL APPLICANTS MEETING MINIMUM ENTRANCE REQUIREMENTS WILL BE CONSIDERED FOR THIS VACANCY

Signature of Appointing Authority or Designee: \_\_\_\_\_

Approval of Director of Personnel: \_\_\_\_\_

Review: (initial) Cabinet Officer \_\_\_\_\_ OBM \_\_\_\_\_ Class Sec. \_\_\_\_\_ COO. \_\_\_\_\_ Recruit \_\_\_\_\_

Review: (date) Cabinet Officer \_\_\_\_\_ OBM. \_\_\_\_\_ Class Sec. \_\_\_\_\_ COO. \_\_\_\_\_ Recruit \_\_\_\_\_

