

**NOTICE OF POSTING**  
**POSTING DATE: TBD**  
**CLOSING DATE: April 29, 2008**

Recruitment of internal applicants is underway concurrent with this posting. Applications are available at City Hall Room 309. Send résumé via mail or FAX (617-349-4312). Cambridge residents are especially encouraged to apply.

**Department:** Community Development Department  
**Job Title:** Associate Housing Planner  
**Job Code:** #TBD  
**Civil Service Position:** Non Civil Service position  
**Union Affiliation:** None  
**Hours Per Week:** 37.5 hrs/wk

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Associate Planner will educate and counsel first-time homebuyers with direction from the First-time Homebuyer Coordinator, manage the marketing and buyer selection for affordable homeownership units, manage tenant selection and occupancy under the City's inclusionary rental housing program. Will develop materials for and attend community outreach events to publicize the City's housing programs.

Will assist with monitoring city, state and federally funded housing developments and assist with special housing projects. Work closely with Community Development staff, non-profit organizations, Cambridge Housing Authority, private housing developers and managers, homebuyers, homeowners, and tenants on a variety of housing programs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MINIMUM REQUIREMENTS:**

Bachelor's Degree in Urban Planning or related field and at least 4 years professional experience, preferably in housing program management or community outreach, or Masters in urban planning, housing policy, or related field and at least 2 years professional experience preferred. Proficiency in Spanish, Haitian/Creole or Portuguese a plus.

**RATE:** \$45,830 - \$64,853 annually and full municipal benefits.

**APPLICATION PROCEDURE:** Internal applicants, submit job bidding form and 2 copies of both your resume and letter of interest; external applicants, submit 2 copies of both your resume and letter of interest by 5:00 pm on the closing date to: Personnel Dept, Room 309, City Hall, 795 Massachusetts Avenue, Cambridge, MA 02139. Fax: (617) 349-4312. Email: employment @ cambridgema.gov.

THE CITY OF CAMBRIDGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. WOMEN, MINORITIES, VETERANS, AND PEOPLE WITH DISABILITIES ARE STRONGLY ENCOURAGED TO APPLY.

**CITY OF CAMBRIDGE RESIDENTS ESPECIALLY ARE ENCOURAGED TO APPLY.**