Deputy Director, Division of Rental Assistance - (200007X)

Official Title: Program Manager VII

Functional Title: Deputy Director, Division of Rental Assistance

Primary Location: United States-Massachusetts-Boston-100 Cambridge Street

Job: Administrative Services

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Jan 9, 2020, 5:05:36 PM

Number of Openings: 1

Salary: 44,590.00 - 110,000.00 Yearly

Bargaining Unit: M99-Managers (EXE)

Confidential: No

The Deputy Director of Rental Assistance, (hereinafter known as “the Deputy Director”) assists the Director in the administration of Department of Housing and Community Development’s (DHCD’s) 30,000 unit federal and state rental assistance portfolio, the federal Moving to Work (MTW) program and its associated initiatives and the nine Housing Consumer Education Centers (HCEC) which support these programs. These rental assistance programs play a significant role in meeting several key aspects of DHCD’s mission including: providing decent and affordable housing for the Commonwealth’s poorest residents; increasing income and assets for this population; funding workforce development and economic mobility programs, providing funding for affordable housing development, reducing and preventing homelessness; and, providing housing-related information and referrals for all housing consumers in MA. These programs are managed by nine agencies and 125 local housing authorities (LHAs) throughout the state.

The incumbent is responsible for overall management of the day-to-day operations and administrative strategies of the Division’s programs. This includes overseeing three Assistant Directors (State Programs, Federal Programs and Program Operations) in their leadership and oversight of their respective units and staff within the Division. The Deputy is responsible for ensuring that all programs meet compliance requirements and exceed in performance. This includes identifying deficiencies among administering agencies and implementing corrective action plans, building DHCD’s technical assistance capacity and managing the role-out of administrative and/or policy changes, special projects and/or initiatives within the Division.

DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):

1. Supervise and guide staff to accomplish program objectives, including distributing and adjusting staff workload, managing staff time and personnel issues and performing annual EPRS and ACES performance reviews.

2. Manage certain Division procurements for services and products and pursue grant and funding opportunities as identified by the Director.
3. Assist the Director in planning for and implementing major policy changes, special initiatives and time-limited projects that may involve coordinating with other stakeholders, drafting policy guidance and training materials and representing DHCD and the Division at public meetings.

4. Represent DHCD and the Division at meetings, events and conferences and working groups sponsored by DHCD and/or its administering agencies, U.S. Department of Housing and Urban Development (HUD), the Veterans Administration (VA), industry and advocacy groups and others. Includes making presentations, facilitating discussions, developing training materials, engaging in strategy sessions and taking a leadership role, as appropriate.

5. Stay up-to-date on all federal and state rental assistance-related appropriations and legislation, both proposed and enacted; disseminate key points and likely impacts on Rental Assistance programs to Division and other DHCD staff, as appropriate.

6. Other duties as assigned.

**PREFERRED QUALIFICATIONS:**

1. Knowledge of the Housing Choice Voucher Program or other equivalent rental assistance programs, including experience with the administration of such programs and an understanding of the financing and operational aspects of rental assisted housing is strongly preferred.

2. Experience with the Moving to Work Program is strongly preferred.

3. Experience in Massachusetts state government and familiarity with state contracting, procurement and/or fiscal procedures preferred.

4. Excellent organizational, management, supervisory, interpersonal, public speaking and writing skills and a working knowledge of state and federal housing programs, regulations and guidelines is essential.

5. Ability to negotiate issues with diverse constituents is essential.

6. Possesses an advanced degree in public policy, planning, and/or public administration.

7. At least two years in a managerial and supervisory capacity overseeing a rental assistance program is strongly preferred.

8. At least intermediate proficiency using Microsoft Word, Excel, PowerPoint, and Outlook.

9. Occasional travel is a requirement of this position. Possession of a current and valid Massachusetts Class D Motor Vehicle Operator’s license or the equivalent from another state is required.

**MISSION STATEMENT:**
The Department of Housing and Community Development (DHCD) is within the Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents. DHCD’s mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent, affordable housing opportunities, economic vitality of communities and sound municipal management.

**COMMENTS:**
Please upload resume and cover letter.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division’s Recruiting Guidelines.
Education, licensure and certifications will be verified in accordance with the Human Resources Division’s Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth’s website.

PRE-OFFER PROCESS
A background check will be completed on the recommended candidate as required by the regulations set forth by the Human Resources Division prior to the candidate being hired.

QUALIFICATIONS
MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) six (6) years of full-time or, equivalent part-time, professional, administrative, supervisory, or managerial experience in business administration, business management, public administration, public management, clinical administration or clinical management of which (B) at least two (2) years must have been in a project management, supervisory or managerial capacity or (C) any equivalent combination of the required experience and substitutions below.

Substitutions:

I. A certificate in a relevant or related field may be substituted for one (1) year of the required (A) experience.

II. A Bachelor’s degree in a related field may be substituted for two (2) years of the required (A) experience.

III. A Graduate degree in a related field may be substituted for three (3) years of the required (A) experience.

IV. A Doctorate degree in a related field may be substituted for four (4) years of the required (A) experience.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjone Lalli - 617-573-1100

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

HOW TO APPLY
Apply online at https://massanf.taleo.net/careersection/ex/jobdetail.ft?job=2000007X