Official Title: Program Coordinator III

Functional Title: Shelter Facility Inspector Supervisor

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: Dec 4, 2019, 12:50:58 PM

Number of Openings: 1

Salary: $63,780.86 - $92,381.90 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

The Shelter Facility Inspector Supervisor is a critical position to ensuring that shelter units that are part of the Emergency Assistance (EA) Shelter portfolio are safe and remain in good repair. The incumbent is part of a team of inspectors who are responsible for routine inspections of over 3,500 shelter units located across the Commonwealth. This includes the oversight of inspecting for unit quality and identifying potential hazards that need to be remedied by the shelter provider to ensure the health and safety of shelter residents. In addition, the incumbent oversees investigations and/or outcomes of shelter resident concerns regarding conditions of shelter units as assigned by the supervisor.

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

1. Oversees the completion of tri-annual in-person site visits to inspect facilities for pertinent health & safety concerns.
2. Monitors the work of Shelter Facility Inspectors through field visits to ensure compliance of inspection processes.
3. Develops and monitors corrective action plans as necessary to address deficiencies.
4. Oversees the entry and completion of data into DHCD assigned integrated systems.
5. Maintains spreadsheet tracking all completed shelter facility inspections.
6. Attends/completes all mandatory trainings as scheduled.
7. Performs related duties as assigned.

PREFERRED QUALIFICATIONS:

1. Ability to effectively supervise and manage employees.
2. Ability to work independently and as part of a team.
3. Ability to prioritize tasks and ask for direction when needed.
4. Ability to communicate effectively with others with tact and diplomacy.
5. Commitment to producing high-quality products with attention to detail.
6. Experience working with homeless families.
8. Knowledge of Microsoft Office products, in particular at least intermediate proficiency using Excel.
9. Incumbent's homebase is Boston, 100 Cambridge Street. The position requires travel throughout the state and candidate needs to have access to a personal motor vehicle along with a current and valid Massachusetts Class D Motor Vehicle Operator's license or the equivalent from another state.

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 criminal background check will be completed on the recommended candidate as required by the regulations set forth by the Department of Housing and Community Development prior to the candidate being hired.

**QUALIFICATIONS**
First consideration will be given to those applicants that apply within the first 14 days (by 12/18/19).

**MINIMUM ENTRANCE REQUIREMENTS:** Applicants must have at least (A) four years of full-time, or equivalent part-time, professional, administrative or managerial experience in business administration, business management or public administration the major duties of which involved program management, program administration, program coordination, program planning and/or program analysis, and (B) of which at least one year must have been in a supervisory capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:
I. A Bachelor’s degree with a major in business administration, business management or public administration may be substituted for a maximum of two years of the required (A) experience.*

II. A Graduate degree with a major in business administration, business management or public administration may be substituted for a maximum of three years of the required (A) experience.*

III. A Bachelor’s or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required (A) experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: No substitutions will be permitted for the required (B) experience.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjorie 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://massnf.taleo.net/careersection/ex/jobdetail.ft?job=190009DE