

Balance of State Continuum of Care Supervisor - (210001XN)

Official Title: Administrative Officer V

Functional Title: Balance of State Continuum of Care 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: Feb 25, 2021, 2:23:01 PM

Number of Openings: 1

Salary: \$75,738.52 - \$109,579.08 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

The Balance of State Continuum of Care Supervisor has direct operational oversight of the Balance of State Commonwealth Continuum of Care (BoS-CoC), and works closely with the Emergency Solutions Grant (ESG) and the Individual Shelter System teams within the Individual Homelessness and Federal Grants Unit. The incumbent is responsible for coordinating the annual Balance of State CoC grant application to the U.S. Department of Housing and Urban Development (HUD), and for convening statewide CoC meetings as needed. Under the supervision of the Director of Individual Homelessness and Federal Grants, the incumbent coordinates the procurement and contracting process with other professional staff for the CoC program, and ensures provider compliance with contracted performance measures and outcomes, and HUD-mandated Homeless Management Information System (HMIS) data reporting. This incumbent serves as the primary liaison to HUD CoC funded programs.

The Balance of State Continuum of Care Manager is responsible for providing leadership in the planning, policy and operation of the Commonwealth's Continuum of Care (CoC) housing and homelessness service programs. As the HUD-designated convening agency for the Commonwealth of Massachusetts, this position oversees all planning and policy development for the statewide CoC, currently made up of 13 Continua.

The Division of Housing Stabilization (DHS), within the Department of Housing and Community Development (DHCD), oversees expenditures of over \$500M annually providing housing stabilization, shelter, and rehousing services to thousands of Massachusetts residents.

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

1. Provides ongoing staff support to effectively coordinate efforts of the Balance of State Continuum of Care (BoS-CoC) and its advisory board. Supports advisory board planning activities including the following areas of focus: establishing CoC funding priorities, setting strategic planning priorities, developing CoC information sharing protocols, developing and implementing CoC policies and procedures, developing and implementing a CoC coordinated assessment system for homeless individuals, managing advisory board membership and governance structure, and overseeing the CoC system and CoC program performance ensuring the CoC system continues to meet the needs of at risk and homeless individuals/families residing in the BoS geographic area.

2. Participates in planning efforts with the 13 Massachusetts CoCs with regard to state level homelessness and prevention planning efforts and program initiatives including periodic statewide CoC meetings attended by CoC conveners, state agencies, providers, MA Interagency Council on Housing and Homelessness (ICHH) and HUD officials as necessary.
3. Oversees DHCD's grants management efforts of the CoC program and coordinates with ESG-funded programs to ensure proper compliance with Federal and State regulations, timely billing and drawdown processes and effective overall program performance.
4. Coordinates efforts between DHCD and State Agency partners ensuring their proper role in the ongoing oversight and monitoring of CoC funded programs.
5. Coordinates BoS CoC planning efforts with ICHH and state partner agencies to ensure efforts are aligned to further state and federal long term planning goals.
6. Coordinates with DHCD HMIS administrators to monitor the quality of the CoC data and to ensure the data needs of the CoC can be met through HMIS. Ensures that providers are submitting accurate and timely contract performance data through the HMIS for Continuum of Care and Emergency Solutions Grant. Responsible for timely and accurate performance reporting to Federal funding agencies and other groups as needed. Coordinates the use of system-wide HMIS, Housing Inventory (HIC) and Point in Time (PIT) count data to inform the ongoing planning of the BoC CoC.
7. Provide guidance and supervision to 3 direct reports and ongoing coordination with BoS data team.
8. Other duties as assigned.

PREFERRED QUALIFICATIONS:

1. Knowledge of HUD grant programs and regulations regarding homelessness prevention.
2. Knowledge of State and Federal statutes, rules, regulations, programs, policies and procedures affecting housing and homelessness.
3. Knowledge of management principles, practices, tools, and professional development.
4. Knowledge of assessment, program planning, development and evaluation methodologies.
5. Knowledge of contract management policies and procedures.
6. Knowledge of project management principles and practices.
7. Ability to design and implement program development, implementation, management, coordination and evaluation processes.
8. Ability to manage projects, including the ability to set priorities and identify implementation strategies.
9. Ability to analyze and interpret federal and state statutes, regulations and court decisions.
10. Ability to communicate effectively in writing and orally with superiors and subordinates, and with public, state and federal officials.
11. Ability to work collaboratively and independently.
12. Skilled in problem solving, consensus building and team building.
13. Skilled in program development, implementation and evaluation.
14. Ability to develop and implement policy.
15. Ability to manage contracts and interagency service agreements.
16. Budgetary and financial management skills.
17. Superior organizational skills and attention to detail.
18. Preference will be given to candidates with experience in city/regional planning, homeless program administration, public administration, and/or housing program management.

MISSION STATEMENT:

Department of Housing and Community Development (DHCD) is within 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.

QUALIFICATIONS:

First consideration will be given to those applicants that apply within the first 14 days (by 03/11/21).

Applicants must have at least (A) six years of full-time, or equivalent part-time, professional, administrative, supervisory or managerial experience in business administration, business management, public administration, financial management, or professional experience in a particular specialty (i.e. scientific, professional, or technical), and (B) of which four years must have been in a supervisory or managerial capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Incumbents may be required to have a current and valid motor vehicle driver's license at a class level specific to assignment.

Substitutions:

I. A Bachelor's or higher degree with a major in business administration, business management, public administration, financial management, or degree related directly to the specialty may be substituted for one year of the required (A) experience.

II. A Graduate or higher degree with a major in business administration, business management, public administration, financial management, or degree related directly to the specialty may be substituted for two years of the required (A) experience.

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

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjorie Lalli - 6175731254

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=210001XN>