

## **Community Services Supervisor - (22000EX1)**

### **DHCD is seeking a Community Services Supervisor in the Division of Community Services!**

#### **AGENCY MISSION:**

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.

#### **OVERVIEW OF ROLE:**

Assist the Community Services Manager in the development and implementation of program policy and management of Community Services Unit (CSU) programs, including Community Services Block Grant (CSBG) Low Income Home Energy Assistance Program (LIHEAP), Low Income Water Assistance Program (LIHWAP) and other State funded Program Initiatives as assigned to the Community Service Unit. Responsible for overall program evaluation and monitoring activities and providing training and technical assistance. Serve as liaison to Massachusetts Association for Community Action (MASSCAP).

#### **DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):**

##### **1) Oversight:**

- Oversee community action planning, annual State Plan development and reporting, budget and contracts in collaboration with Manager, fiscal, contract and compliance units.

##### **2) Supervision and Coordination:**

- Supervise staff whose primary responsibilities are grant contract management of the following programs: Low Income Home Energy Assistance Program (LIHEAP), Community Services Block Grant (CSBG) including CSBG Special Projects, Low Income Home Water Assistance Program (LIHWAP), Earmarks, & other State Funded Program initiatives as assigned to the CSU.
- Coordinate these programs with other DHCD programs.

##### **4) Monitoring and Evaluation:**

- Develop and implement program monitoring and evaluation procedures including the CSBG, LIHEAP, LIHWAP and State Funded Program initiatives as assigned to the CSU.

##### **5) Training and Technical Assistance:**

- Provide training and technical assistance to the sub-grantee agencies and DHCD staff, including the Northeast Institute for Quality Community Action (NIQCA) collaboration.

##### **6) Liaison:**

- Represent the DHCD Division of Community Services (DCS) at Massachusetts Association for Community Action (MASSCAP) and Community Action Agencies.

#### **PREFERRED QUALIFICATIONS:**

1. Ability to interpret federal and state policies, statutes and regulations.
2. Ability to implement and evaluate program policies.
3. Ability to collect and analyze data and provide appropriate recommendations in writing.
4. Ability to supervise professional staff and act as a team leader.
5. Ability to review and analyze budgets and fiscal data and provide recommendations for funding.
6. Ability to identify, develop and implement methods and procedures to achieve program goals.
7. At least intermediate proficiency in utilizing Microsoft Word, Excel, and PowerPoint.
8. Ability to communicate effectively orally and in writing.

9. Experience in government or non-profit program management, administration and/or development of community-based service programs, and/or with fuel assistance or energy-related programs.
10. Supervisory experience at the state or non-profit level.

**COMMENTS:**

**Please upload resume and cover letter.**

This position would be expected to follow a hybrid model of reporting to work that combines in-office workdays and work from home days, as needed.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines. In the case of a promotional opportunity, the salary provisions of the applicable collective bargaining agreement will apply to placement within the appropriate salary range.

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.**

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.

**Comprehensive Benefits:**

When you embark on a career with the Commonwealth, you are offered an outstanding suite of employee benefits that add to the overall value of your compensation package. We take pride in providing a work experience that supports you, your loved ones, and your future.

Want the specifics? [Explore our Employee Benefits and Rewards!](#)

at <https://www.mass.gov/commonwealth-employee-benefits-and-rewards>

**Official Title:** Administrative Officer V

**Functional Title:** Community Services 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 19, 2022, 3:43:28 PM

**Number of Openings:** 1

**Salary:** \$80,768.48 - \$116,856.22 Yearly

**Bargaining Unit:** 06-NAGE - Professional Admin.

**Confidential:** No

**Hybrid Work Eligible:** Yes

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

**Executive Order #595:** As a condition of employment, successful applicants will be required to have received COVID-19 vaccination or an approved exemption as of their start date. Details relating to demonstrating compliance with this requirement will be provided to applicants selected for employment. Applicants who receive an offer of employment who can provide documentation that the vaccine is medically contraindicated or who object to vaccination due to a sincerely held religious belief may make a request for exemption.

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

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.

**HOW TO APPLY:**

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=22000EX1>