

Assistant Director (Homebuyer Services) DND
City of Boston
Department of Neighborhood Development

Brief job description (essential functions of the job):

The mission of the Department of Neighborhood Development (DND) is to make Boston the most livable city in the nation by working with communities to build strong neighborhoods through the strategic investment of public resources. DND oversees programs that create and preserve affordable housing, support homeowners, provide housing and support services to homeless individuals and families and dispose of city-owned property.

The Boston Home Center (BHC) helps Boston residents purchase, improve, and keep their homes. The BHC offers training, financial help and counseling to first-time homebuyers, guidance and funding for homeowners for home improvements, and counseling to help families avoid foreclosure. The BHC also markets homes developed for income-eligible, first-time homebuyers.

Under the direction of the Deputy Director for the Boston Home Center Division, the incumbent is responsible for overseeing homebuyer education, counseling, financial assistance, and outreach programs. The Assistant Director will help implement the City's homeownership goals and lead the unit that assists homebuyers in purchasing homes in Boston.

Responsibilities

- Supervises the homebuyer services unit staff and oversees staff.
- Develops, implements, and oversees policy guidelines, including all HUD and agency program related guidelines, and management controls.
- Coordinates program marketing.
- Assists in preparing, overseeing and monitoring homebuyer services budgets.
- Prepares and oversees requests for proposals, service orders, contracts, grant agreements and memorandums of agreement (MOA's) as needed.
- Oversees all aspects of homebuyer programs.
- Performs special projects, and helps to design and implement home buying initiatives.
- Maintains tracking systems records and prepares reports.
- Manages relationships with non-profit partners, participating lenders and realtors and oversees participating lender agreements and process.
- Performs public speaking and outreach to publicize homebuyer programs.
- Monitors and reports on program performance, including performance for all contracted providers.
- Oversees unit audits.
- Performs related work as required.

Minimum Entrance Qualifications

- At least four (4) years' experience in homebuyer assistance, and/or mortgage finance or residential real estate, with a minimum of three (3) years in a supervisory role.
- Appropriate educational substitutions may be made.
- Demonstrated knowledge and understanding of HUD related programs, including Community Development Block Grant (CDBG) Program and other federal and state rules and guidelines as they apply to homebuyer assistance programs strongly preferred.

- Demonstrated knowledge of affordable homeownership programs, mortgage financing, foreclosure and credit counseling and residential real estate.
- Strong negotiation, communication, organizational, analytical, problem solving, and management skills.
- Demonstrated proficiency with Microsoft Office.
- Ability to speak and write fluently in Spanish or other non-English language preferred.
- Willing to work evenings and weekends throughout the city.
- Demonstrated sensitivity to the needs of diverse populations.
- Must have and maintain a current Massachusetts driver's license.
- Ability to exercise good judgment and focus on detail as required by the job.

Boston Residency Required.

Terms:

Union/Salary Plan/Grade: Non-Union/NU-26

Hours Per Week: 35

Applicants interested in applying for this Assistant Director (Homebuyer Services) DND position can apply at this City of Boston Career Center link here:

<https://city-boston.icims.com/jobs/20920/assistant-director-%28homebuyer-services%29-dnd/job?hub=8>