EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES (EOHLC) is seeking a Project Administrator and Database Coordinator in the Division of Housing Development.

AGENCY MISSION:
The Executive Office of Housing and Livable Communities (EOHLC) is charged with creating more homes in Massachusetts and lowering housing costs for residents.

Formerly known as the Department of Housing and Community Development (DHCD), EOHLC works with municipalities, local housing authorities, non-profit organizations, and development partners to provide affordable housing options, financial assistance, and other support to Massachusetts communities.

OVERVIEW OF ROLE:
Assist in the administration of the tax credit and subsidy programs, including overseeing funding application intake, generating award letters, preparing contracts, and reviewing requisitions. Assist in the implementation and on-going coordination of the division’s web-based One-Stop+ application and integrated management information database, including staff training, and working with software provider to ensure the system is current and functional. Act as primary liaison with the software provider and also with external users of that software. Develop and prepare reports of projects related of all stages of housing development, geographic location, characteristics, funding, etc. Additionally, assist as directed in making division database queries for reports. Act as a resource for quasi-public housing agencies, non-profit and for-profit sponsors, constituents, and other local and federal organizations regarding the division’s funding resources. Compile reports for the division Director and Secretary regarding the division’s efforts and successes for use with a variety of audiences.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

1) Data Management:
   • Assist in the tracking and reporting of all federal American Rescue Plan Act of 2021 (ARPA) funds that fall under the purview of the Housing Development Division (HDU).
   • Participate, as directed, in the EOHLC cross-divisional data sharing initiative, including active engagement with the Data Steering Committee, the Data Community of Practice, and Peer-to-Peer Help sessions. In addition, maintain and keep current EOHLC’s Data Sources Inventory for the HDU.
   • Assist in identifying data entry errors and omissions; coordinate changes/updates of database with EOHLC’s Information Technology staff and software providers.

2) Technology:
   • As directed, participate in data entry/maintenance of division’s One-Stop+, the division’s integrated database, and in the maintenance of data inventory.
   • As directed, serve as contact for Agate Software on all aspects of the IntelliGrants system, including updating, expansion, editing, and identifying problems/errors; troubleshooting as required. Coordinate with software developer/s to build out additional functionality to systems.
   • Serve as contact for users of IntelliGrants, both internal and external, and assist in training new users of the system.
   • Serve as primary contact for Housing Navigator users, including developers and property managers.

3) Applications, Contracts & Loans:
   • Participate, as directed, in the pre-application and full application process of division’s funding competitions, including contact with the developers, preparation of intake and funding reports, etc.
   • Participate in the preparation of award letters for division’s programs.
   • Preparation of contracts and contract packages (including securing vendor codes) for both federal and state subsidy programs.
• Assist in the confirmation of subsidy loans for project audits, in the review of project requisitions, and in other matters relative to subsidy and tax credit program administration.

4) Training:
• Assist/coordinate training of division staff and external users in updates to database and software and/or recurring data entry errors. Prepare training materials, user guides, and standard operating procedures, as requested.

5) Reports:
• Prepare and submit reports required by federal and state agencies, including the U.S. Treasury, U.S. Department of Housing and Urban Development (HUD), and the Massachusetts Legislature. Also, as requested, submit funding information to HUD through HUD/IDIS (Integrated Disbursement & Information System).
• Develop database reports as required/requested by division, department/administration/outside organizations; analyze data to evaluate various programmatic requirements, accomplishments and trends.

PREFERRED QUALIFICATIONS:
1. Knowledge of the factors, trends and problems associated with the development of affordable housing.
2. Excellent computer and data entry skills/knowledge of database performance/function; expert-level knowledge of Excel, Access, PowerPoint, and Outlook.
3. Ability to work both independently and with a team, and to take initiative while understanding/respecting boundaries.
4. Experience providing technical assistance, training and instruction.
5. Excellent communication skills, including written and oral communication.
6. Ability to balance multiple priorities, to adjust to changing priorities, and to carry substantial responsibilities related to division priorities, the database and monitoring.
7. Experience designing and developing informational materials and making public presentations to different audiences.
8. Excellent attention to detail.

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.

Minimum Entrance Requirements:

Applicants must have at least (A) four years of full-time, or equivalent part-time, professional experience in real estate management, property management, public housing program management, public housing
program development or public housing program administration, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. An Associate's degree with a major in real estate, public administration, business administration or business management may be substituted for a maximum of one year of the required experience.*

II. A Bachelor's degree with a major in real estate, public administration, business administration or business management may be substituted for a maximum of two years of the required experience.*

III. A Master's or higher degree with a major in public administration, business administration or business management may be substituted for a maximum of three years of the required experience.*

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

Special Requirements: Based on assignment, possession of a current and valid Massachusetts Motor Vehicle Operator's License may be required.

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

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.

Official Title: Housing Program Specialist III
Functional Title: Project Administrator and Database Coordinator
Primary Location: United States-Massachusetts-Boston-100 Cambridge Street
Job: Community and Social Services
Agency: Executive Office of Housing and Livable Communities
Schedule: Full-time
Shift: Day
Job Posting: Jul 6, 2023, 12:46:25 PM
Number of Openings: 1
Salary: $68,016.52 - $98,517.12 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: Jessica Molina - 8572480160
HOW TO APPLY:
Apply online at https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=230007UN