The Deputy Director of the Division of Community Services (DCS) oversees and coordinates the Divisions’ land use and planning technical assistance and community development functions, providing support and guidance as necessary. The incumbent applies strategic leadership to assess current operations and reform as needed to meet current and anticipated demands. The candidate promotes critical agency mission of housing development through use of available resources including technical assistance, state and federal grants, and regulatory programs. The Deputy Director takes an active role in providing technical assistance as part of a team approach. The incumbent manages programs as determined by Director of the Division in support of DHCD priorities and defines the Division’s role in State’s Technical Assistance (TA) delivery system, given current and potential resources.

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

1. Oversees operations in the Community Assistance Unit which delivers municipal planning and land use assistance, and carries out other functions supporting municipal redevelopment, and the Community Development Unit which administers state and federal community development grant programs working with cities, towns and community development corporations.
2. Provides guidance to program unit managers on how to best accomplish program goals and improve outcomes for communities, such as housing production, smart growth zoning, local economic development, strengthening downtowns, supporting small businesses, etc.
3. Directly manages or oversees management of special programs and initiatives at the discretion of DCS Director. Examples include Community Development Block Grant (CARES) Act, Community Development Block Grant (CDBG) program and Housing Choice program.
4. Delivers technical assistance and training to municipalities and other stakeholders, backing up, partnering with and supporting other staff and functions including 40B, 40R, Massachusetts Downtown Initiative, Community Investment Tax Credit (CITC), etc.
5. Develops and manages collaborative relationships with community partners and other technical assistance agencies working with communities.
6. Coordinates DHCD’s review of Executive Office of Housing and Economic Development (HED) program applications including MassWorks and acts as a liaison to HED on coordinated community planning efforts such as the Communities One Stop Application, Urban Agenda, and others.
7. Represents DHCD as designee to state wide councils, commissions, etc.
8. Other duties as assigned.

PREFERRED QUALIFICATIONS:
1. Knowledge of state and federal agency goals and policies involved in housing development, community development and municipal or land use planning.
2. Knowledge of state and federal statutes, rules, regulations, programs, policies and procedures affecting housing development, community development and municipal or land use planning.
4. Knowledge of and experience with information systems.
5. Knowledge of project management principles and practices.
6. Proven ability to deploy strategic programmatic thinking across complex systems at scale.
7. Experience managing operational challenges and reforming operations to meet new goals.
8. Strong verbal and written communication skills.
9. Excellent presentation skills and experience working in the field as a technical assistance provider and/or managing teams of technical assistance providers.
10. Preference will be given to candidates with at least six years of full-time or equivalent part-time, professional, administrative, supervisory or managerial experience in municipal or land use planning, community development administration or housing development.

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 background check will be completed on the recommended candidate as required by the regulations set forth by the Human Resources Division prior to the candidate being hired.

QUALIFICATIONS:
MINIMUM ENTRANCE REQUIREMENTS:
Applicants must have at least (A) six (6) years of full-time or, equivalent part-time, professional, administrative, supervisory, or managerial experience in business administration, business management, public administration, public management, clinical administration or clinical management of which (B) at least two (2) years must have been in a project management, supervisory or managerial capacity or (C) any equivalent combination of the required experience and substitutions below.

Substitutions:
I. A certificate in a relevant or related field may be substituted for one (1) year of the required (A) experience.

II. A Bachelor’s degree in a related field may be substituted for two (2) years of the required (A) experience.
III. A Graduate degree in a related field may be substituted for three (3) years of the required (A) experience.

IV. A Doctorate degree in a related field may be substituted for four (4) years of the required (A) experience.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjie 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://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=200004PS