

Director, Local Initiative Program (LIP) - (210002BA)

Official Title: Program Manager VI

Functional Title: Director, Local Initiative Program (LIP)

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: Mar 12, 2021, 9:57:36 AM

Number of Openings: 1

Salary: \$41,017.08 - \$103,000.00 Yearly

Bargaining Unit: M99-Managers (EXE)

Confidential: No

The Director of the Local Initiative Program (LIP) provides ongoing technical assistance to over 100 communities whose officials are working with developers on LIP -- either comprehensive permit or local action LIP -- to create affordable, workforce, and market rate housing. The incumbent works directly with developers and municipalities to structure or process more than 80 applications per year -- either for comprehensive permit projects or local action projects. These projects represent over \$500 million annually in construction financing and over \$700 million in mortgage financing. These projects also represent up to 3,500 units of mixed-income housing per year.

The incumbent reviews or oversees the review of all LIP applications, prepares recommendations for the division and agency head, works closely with related public agencies also involved in projects, works with outside and in-house counsel on LIP and Chapter 40B questions, reports regularly on LIP achievements, supervises all staff assigned to LIP and serves as one of several 40B liaison staff assigned to special projects. The incumbent also works in coordination with DHCD staff in the Division of Community Services, to ensure a consistent approach with other Department initiatives, such as Chapter 40R, housing production, and housing choice communities. As directed, the incumbent also works on additional community-supported housing initiatives, including Community Scale Housing Initiative (CSHI) and the Housing Development Incentive Program (HDIP).

The incumbent works with staff involved in the resale/refinance of existing LIP units and/or multifamily LIP rental projects. The incumbent participates in working groups with other public agencies and outside groups such as Citizens' Housing and Planning Association (CHAPA). The incumbent represents DHCD, as directed, at outside events and symposiums related to Chapter 40B.

At present, the incumbent supervises two FTEs and reports to the Deputy Director within the Division of Housing Development.

Major Responsibility Areas include:

1. Review all Local Initiative Program (LIP) applications for financial feasibility, consistency and statutory requirements. Review CSHI and HDIP as directed.
2. Coordinate/structure regular LIP trainings for town officials, attorneys, developers and consultants.

3. Coordinate LIP program and policy decisions informally with legal and other program staff.
4. Serve as liaison on LIP matters to quasi-publics and Citizens' Housing and Planning Association.
5. Prepare LIP project recommendations for supervisor and Undersecretary.

PREFERRED QUALIFICATIONS:

1. B.A. or master's degree
2. At least five years' experience in housing or community development
3. Familiarity with Massachusetts statutes such as Chapter 40B, Chapter 40R, and Housing Choice Communities
4. Experience with fundamental real estate financing
5. Ability to analyze development and operating pro formas
6. Experience with affordable homeownership
7. Excellent communication skills
8. Excellent work ethic
9. Supervisory experience

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.

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) five (5) 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 one (1) year 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: Marjorie Lalli - 6175731254

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=210002BA>