EMPLOYEE JOB POSTING

TITLE: Housing Manager
DEPARTMENT: Community Development Department
PAY GRADE: Exempt, $65,000 - $70,000
UNION: SEIU

Job Description and Duties: Oversees the City’s policies and programs to create and preserve both market and affordable housing. Employee is responsible for managing employees and work flow to achieve specific goals in activities related to several housing programs in the City. Performs all other related work as required.

Functions:

1. Planning and implementation of the City of Lawrence’s housing programs, including the Lead Abatement Program, Housing Rehabilitation program, First-Time Homebuyer Education and Financial Assistance programs
2. Responsible for City work on the Continuum of Care, including McKinney-Vento Grants. This work will include application preparation, HMIS, project tracking and monitoring
3. Manage HOME investment in housing development, formulate and analyze pro-formas for said developments
4. Formulation of new housing policies and strategies,
5. Coordinates with government agencies, local non-profit organizations, lenders and community groups and works to create effective public/private partnerships.
6. Assists with the administration of grant and program compliance-monitoring efforts, including environmental review, CAPER, IDIS and performance measurement where appropriate.
7. Assists in collection of housing information for inclusion in housing database.
8. Liaison with relevant federal, state, and local agencies as well as elected and appointed officials and other city departments including the Lawrence Housing Authority. Oversees the Massachusetts Department of Housing & Community Development’s subsidized inventory of housing units under Chapter 40B.
9. Tracks program budgets to ensure appropriate spending levels. Prepares and disseminates information relative to the disposition of city-owned properties. Responsible for new program development, including research, grant applications, program design and implementation.
10. Responsible for developing educational and other technical assistance to local non-profit community housing development organization to build internal capacity. Analyzes housing development proposals by for-profit and non-profit developers. Assists community service agencies with organizational development, program implementation and grant applications.

11. Ensure financial spending is within budget, and meets eligibility requirements of various federal, state and local programs.

**Qualifications:** Employee must have a Master’s degree and (5) Five to (7) seven years of experience in assisted housing programs, Housing Development or other related public agency, budget preparation and management experience or equivalent combination of education and experience. Prior management/ supervisory experience strongly desired.

Appointing Authority: ____________________________
Daniel Rivera, Mayor

Posting Date: September 25, 2020          Deadline: Until Filled

**APPLICATIONS AVAILABLE IN THE PERSONNEL OFFICE**
A completed City Employment Application form, a resume, and three references are required.
The City of Lawrence is an Equal Opportunity employer.

Full Job Description and Application available at the City Personnel Department in City Hall.

**REASONABLE ACCOMMODATIONS** are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify the Personnel Director at (978) 620-3060. The decision on granting reasonable accommodations will be on a case-by-case basis.