

HSF/CIPF/CATNHP Specialist - (21002HO)

Official Title: Housing Program Specialist IV

Functional Title: HSF/CIPF/CATNHP Specialist

Primary Location: United States-Massachusetts-Boston-100 Cambridge Street

Job: Community and Social Services

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Mar 11, 2021, 4:18:29 PM

Number of Openings: 1

Salary: \$70,009.42 - \$100,986.34 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

The HSF/CIPF/CATNHP Specialist coordinates all aspects of the bond-funded Housing Stabilization Fund (HSF), Capital Improvement Preservation Fund (CIPF), and Commercial Area Transit Node Housing Program (CATNHP). The incumbent coordinates with other division staff on additional funding programs. The HSF/CIPF/CATNHP Specialist coordinates with internal staff and quasi-publics on preservation initiatives.

As directed, the incumbent participates in the administration of the Community Scale Housing Initiative and the Housing Development Incentive Program.

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

1. Participates in rental and ownership housing competitions with these funds.
2. Oversees work of reporting staff on numerous loan closings per year.
3. Oversees work of reporting staff on compliance monitoring.
4. Tracks all commitments and expenditures through these funds.
5. Coordinates work of outside counsel with Deputy Director or Director.
6. Performs project reviews directly and oversees staff project reviews.
7. Participates in project work-outs as directed by Deputy Director or Director.
8. Other duties as assigned.

PREFERRED QUALIFICATIONS:

1. Outstanding communication skills.
2. Outstanding interpersonal skills.
3. Knowledge of community development and housing programs.
4. Knowledge of municipal government and legislative process at state level.
5. Knowledge of fundamental real estate financing principles.
6. Ability to focus and manage multiple priorities on a regular basis.
7. Excellent work habits.
8. Ability to work as member of a Division-wide team.
9. Direct and positive skills in staff management.
10. College education plus graduate work is a plus.

11. Experience in real estate or community development.
12. Experience in municipal or state government.
13. Travel across the state will be required. Those employees who elect to use a motor vehicle for travel must have a current and valid Massachusetts Class D Motor Vehicle Operator's license or the equivalent from another state.
14. Outstanding computer skills.

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.

QUALIFICATIONS:

First consideration will be given to those applicants that apply within the first 14 days (by 03/25/21).

Minimum Entrance Requirements:

Applicants must have at least (A) five years of full-time or equivalent part-time, professional experience in the government program management, administration and/or development of real estate, property and/or public housing.

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 (1) year of the required experience.*

II. A Bachelor's degree with a major in real estate, public administration or business management may be substituted for a maximum of two (2) years of the required experience.

III. A Master's degree or higher with a major in public administration, business administration or business management may be substituted for a maximum of three (3) 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.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjie 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=210002HO>