

# **CITY OF AMESBURY**

## ***COMMUNITY DEVELOPMENT AND HOUSING COORDINATOR***

The City of Amesbury (estimated population 17,500), a dynamic Merrimack Valley community rich in tradition with a vibrant and expanding economic base, is seeking a qualified professional to serve as the City's **Community Development and Housing (CDH) Coordinator**.

The CDH Coordinator manages Amesbury's Community Development (CD) Program within the Office of Community and Economic Development (OCED). The CD Program administers the City's Community Development Block Grant (CDBG) and other funding sources that support the Community Development goals for Amesbury. The CDH Coordinator manages approximately \$700,000 in CDBG funds received through the Department of Housing and Community Development, as well as grants from other state and federal programs. In this role, the CDH Coordinator creates short and long-range plans and objectives and develops implementation strategies. The CDH Coordinator assumes direct accountability for departmental results.

The CDH Coordinator, under the direction of the OCED Director, develops, implements, and monitors policies and procedures to ensure on-going receipt of state and federal grants that support the Community Development Program. The CDH Coordinator also ensures compliance with all statutory and programmatic regulations and requirements. In doing so, the CDH Coordinator manages the programs tasks in collaboration with other OCED programs and City departments as needed. The CD Coordinator also serves as the City's point person on housing issues, primarily monitoring and maintaining the subsidized housing inventory and eligible units.

This position is grant-funded for a sixteen (16) month period ending June 30, 2022, with the possibility of additional time if funding is available. The salary range is \$70,000-72,000 yearly based on qualifications and experience. Please submit a letter of interest, resume, and three (3) professional references for consideration to Alyssa Premo, City of Amesbury, 62 Friend Street, Amesbury, MA 01913 or e-mail to [premoa@amesburyma.gov](mailto:premoa@amesburyma.gov). This position remains open until filled.



**CITY OF AMESBURY  
MASSACHUSETTS**

**JOB DESCRIPTION**

**POSITION:** **Community Development and Housing Coordinator**

**DEPARTMENT:** **Office of Community and Economic Development**

**COMPENSATION:** **\$70,000-72,000 for 16 months (to 6/30/22)**

**HOURS:** **Monday – Wednesday: 8:00 am – 4:00 pm**  
**Thursday: 8:00 am – 7:00pm**  
**Friday: 8:00 am – 12:00pm**

Job Purpose:

The Community Development and Housing Coordinator (CDH Coordinator) manages Amesbury's Community Development Program within the Office of Community and Economic Development (OCED). The CD Program administers the City's Community Development Block Grant (CDBG) and other funding sources that support the Community Development goals for Amesbury. The CDH Coordinator manages approximately \$700,000 in CDBG funds received through the Department of Housing and Community Development, as well as grants from other state and federal programs. In this role, the CDH Coordinator creates short and long-range plans and objectives and develops implementation strategies. The CDH Coordinator assumes direct accountability for departmental results.

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Organizational Scope:

The employee works under the general direction of the OCED Director and is guided by municipal policies and objectives. The CDH Coordinator consults with the OCED Director as required for clarification and interpretation of municipal policies and procedures. The CDH Coordinator also keeps the OCED Director informed of all HUD, DHCD and consortium deadlines, monitoring, and corrective actions. The employee manages relationships through regular interaction with City staff, volunteer municipal board/committee members, service organizations, and community activists.

Supervisory Responsibility: The employee will oversee all contractors hired to support the CDBG Program. The CDH Coordinator may also provide guidance and direction to employees

and interns. Work operations may be subject to substantial cyclic or seasonal fluctuations which can usually be planned for in advance. Employees may work at the same location and the same work shift, but interns may be virtual and have varying work shifts.

Confidentiality: Employee has access to confidential information, in accordance with the public records law, including law suits, client records, and department records.

Judgment: The work requires analyzing and evaluating facts and circumstances surrounding individual problems, situations, or transactions. The work also requires determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. The employee is expected to weigh efficiency, priorities, and procedural concerns in decision making. Requires understanding, interpreting and applying complex federal, state and local regulations.

Complexity: The work consists of employing many different concepts, theories, principles, techniques and practices relating to a professional field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning long range projects; devising new techniques for application to the work, recommending policies, standards or criteria.

Work Environment: The work environment involves working in a typical office setting, with occasional meetings outside the office. Must be able to indicate ability to work remotely successfully.

Nature and Purpose of Relationships: Relationships with co-workers and the public involve frequent explanation, discussion, or interpretation of practices, procedures, regulations, or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, community agencies, developers and contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

Occupational Risk: Duties of the job present little potential for personal injury to the employee.

Essential Functions:

The essential functions listed below illustrate the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Prepares budgets for the allocation of CDBG funds in consultation with the OCED Director, based on a Needs Assessment, public comment and the policies of the City.
2. Develops an Annual Action Plan.
3. Administers the CDBG Program, coordinating with all appropriate staff and reporting on grant programs, activities and expenditures. Understands the requirements of each component of the program and maximizes the use of each component by funding programs and projects with the appropriate funding source.

4. Oversees the work of sub-recipients, which typically provide social or public services, to insure compliance with agreements entered into with the City for the use of CDBG funds. Oversees the provision of rehabilitation services in accordance with City, state, and federal procurement rules and regulations.
5. Works with municipal departments and quasi-public agencies, including recipients of CDBG funds for public facilities, architectural access, or infrastructure projects.
6. Completes grant applications for other funding sources that support the Community Development Program.
7. Fulfills requests for information from the OCED Director, Mayor, and City Council regarding the CDBG Program and housing related issues.
8. Coordinates municipal legislation, including preparation of ordinances or orders and meeting with/presenting to standing committees.
9. Represents the City in appropriate regional consortiums, including the North Shore HOME Consortium and Continuum of Care.
10. Prepares the annual report that reflects program performance during the prior fiscal year and success in meeting HUD, DHCD, and City goals and priorities.
11. Advises the OCED Director, Mayor, City Council and Amesbury Housing Trust on housing and community development programs and policies.
12. Serves as point person on affordable housing issues. Maintains the City's Subsidized Housing Inventory (SHI) with special vigilance of upcoming expiring use. Proactively works with property owner or management team prior to expiration to maintain affordability of the unit(s). Serves as the OCED lead on implementing the City's Housing Production Plan 2018-2022.
13. Staffs the Amesbury Housing Trust. Serves as Fair Housing Officer responding to fair housing complaints received by the City.
14. Interfaces with other OCED staff to insure consistency in all OCED programs and initiatives.

Recommended Minimum Qualifications:

Requires a Master's Degree in Urban Planning, Public Administration or related field, plus a minimum of five years of experience with the Community Development Block Grant Program for an entitlement or non-entitlement community. A candidate with a Bachelor's Degree in a relevant field may be considered with a record of exceptional accomplishment and experience plus an additional two years of relevant planning experience is preferred. An equivalent combination of education and experience may be considered.

Supervisory experience with rehabilitation programs and staff is strongly preferred.

Experience in affordable housing development is preferred.

Computer literacy with a proficiency in Microsoft Office Suite is required.

Excellent oral and written communication skills, as well as the ability to exercise tact, and maintain confidentiality are required. Proven ability to work well with citizens, local officials and federal and state agencies is required.

Special Requirements: Class D Motor Vehicle Driver's License.

Knowledge, Abilities and Skill:

Knowledge: Thorough knowledge of federal and state community development grant programs including other funding sources. Extensive knowledge of state and federal community development program regulations. Knowledge of federal, state and local laws, planning and land use control regulations and requirements which affect community and economic development and housing rehabilitation initiatives. Knowledge of computers and GIS mapping systems in support of department operations. Working knowledge of sociological and environmental aspects of urban planning, housing and community development as well as familiarity with applicable grant programs.

Abilities: Must be capable of working under time constraints and in stressful circumstances, and to develop effective working relationships with subordinates and with other City departments. Ability to prepare and administer operating budgets; organize and plan comprehensive research studies, analyze problems, prepare reports and formulate recommendations concerning planning and community development; ability to speak and write effectively and to establish and maintain effective working relationships with staff and local, state and federal agencies.

Skill: Excellent written and oral communication, public relations and presentation skills; ability to represent the City before various organizations. Strong organizational skills and the ability to manage a large number of projects and tasks at any given time.