

Assistant Director, Policy and Implementation - (210002YL)

Official Title: Program Manager IV

Functional Title: Assistant Director, Policy and Implementation

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 26, 2021, 4:23:02 PM

Number of Openings: 1

Salary: \$35,247.68 - \$89,000.00 Yearly

Bargaining Unit: M99-Managers (EXE)

Confidential: No

The Assistant Director, Policy and Implementation assists the Director of Federal Programs in the administration of Department of Housing and Community Development's (DHCD's) federal Moving to Work (MTW) program and its associated initiatives. This position identifies and supports long-term strategies to align funding, policies, and services to promote optimal program impact and efficacy, and guides programs and special initiatives from concept through implementation phases. The Assistant Director, Policy and Implementation uses statistical analysis and qualitative data to evaluate new and existing programs. This leadership role supports the Division of Rental Assistance in meeting and buttressing many important aspects of DHCD's mission, including: providing decent affordable housing for the Commonwealth's poorest residents; increasing income and assets for this population; funding workforce development and economic mobility programs; providing capital funding for affordable housing development; and reducing and preventing homelessness.

The Assistant Director, Policy and Implementation is charged with designing, implementing, and overseeing (either directly or indirectly) all policies and new programs for which the funding derives from DHCD's MTW reserves. This includes directly overseeing the Housing Choice Voucher Program (HCVP) Senior Special Program Coordinator and the Supporting Neighborhood Opportunity in Massachusetts (SNO Mass) Program Manager. The Assistant Director, Policy and Implementation is responsible for ensuring that federal programs within their purview meet compliance requirements and exceed in performance. This consists of identifying deficiencies and recommending corrective action plans to the Director of Federal Programs. This position also supports the Director of Federal Programs in the roll-out of administrative and/or policy changes, special projects, and high-profile initiatives within the division.

Major Responsibility Areas include:

1. Designs, implements, and monitors programs and special projects. Develops initiatives based on quantitative and qualitative data to adhere with funding guidelines and to promote the agency's and division's goals. Works closely with DHCD staff and external stakeholders to identify resources; develops budgets, scopes, and contracting procedures; designs program guidelines, performance measures, and reports; creates training materials; and provides technical assistance.

2. Plans agendas, coordinates meetings, conducts presentations, prepares and distributes meeting minutes and meeting materials, and tracks and coordinates follow-up activities. Generates reports and provides technical support including conducting program research, compiling information, summarizing industry data, and distributing relevant information.

3. Supervises and guides staff to accomplish program objectives, including distributing or adjusting staff workload, managing staff time and personnel issues, and performing annual Employee Performance Review System (EPRS) reviews.

4. Other duties as assigned.

PREFERRED QUALIFICATIONS:

1. Knowledge of the Section 8 rental assistance program or other equivalent rental assistance programs, including experience with the administration of such programs and an understanding of the financing and operational aspects of rental assisted housing is strongly preferred.
2. Experience with the Section 8 Moving to Work Program is strongly preferred.
3. Excellent organizational, management, supervisory, interpersonal, public speaking, and writing skills and a working knowledge of federal housing programs, regulations, and guidelines are essential.
4. Extensive experience designing and implementing programs and measuring and evaluating program outcomes.
5. Ability to gather, synthesize and report on complex quantitative and qualitative data.
6. Ability to negotiate issues with diverse constituents is essential.
7. Possesses an advanced degree in public policy, planning, and/or public administration.
8. At least one year in a managerial and supervisory capacity overseeing a rental assistance program is strongly preferred.
9. At least intermediate proficiency using Microsoft Word, Excel, PowerPoint, Outlook, and Access.
10. Occasional travel is a requirement of this position. Possession of a current and valid Massachusetts Class D Motor Vehicle Operator's license or the equivalent from another state is required.

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:

MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) four (4) years of full-time or, equivalent part-time, professional, professional internship, administrative, supervisory, or managerial experience in business administration, business management, public administration, public management, clinical administration or clinical management or (B) 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 experience.
- II. An Associate's degree in a related field may be substituted for one (1) year of the required experience.
- III. A Bachelor's degree in a related field may be substituted for two (2) years of the required experience.
- IV. A Graduate degree in a related field may be substituted for three (3) years of the required experience.
- V. A Doctorate degree in a related field may be substituted for the required 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 – 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=210002YL>