

Assistant Director of Emergency Housing Assistance (Temporary 2 year position with benefits) - (210001H4)

Official Title: Administrator V

Functional Title: Assistant Director of Emergency Housing Assistance

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: Feb 10, 2021, 4:27:12 PM

Number of Openings: 1

Salary: \$38,067.12 - \$96,429.86 Yearly

Bargaining Unit: M99-Managers (EXE)

Confidential: No

The Assistant Director of Emergency Housing Assistance will support efforts of the Eviction Diversion Initiative (EDI) related to direct financial assistance, including but not limited to the Rental Assistance Processing (RAP) Center, Residential Assistance for Families in Transition (RAFT) program, and Emergency Rental and Mortgage Assistance (ERMA) program, and the Federal Emergency Rental Assistance program, as well as coordination with Regional Administering Agencies (RAAs), and policy alignment among emergency housing assistance programs and stakeholders.

The Assistant Director of Emergency Housing Assistance will support policy development, stakeholder engagement, data reporting, and coordination among partners inside state government and beyond.

The Assistant Director will directly support the Director of Emergency Housing Assistance, who oversees \$500m+ in spending to prevent and respond to evictions in Massachusetts. The incumbent will have direct impact on the development and refinement of new programs capable of making meaningful impacts on the lives of low income residents.

Major Responsibility Areas include:

1) Program Management and Coordination: Support the coordination of all efforts of the Eviction Diversion Initiative related to direct emergency housing assistance; the RAFT program, ERMA program, federal rental assistance, Rental Assistance Processing Center, and new IT tools for processing funds. Work with fiscal teams to ensure that all federal and state funds are spent by requisite deadlines and benefits are delivered state-wide to respond to the COVID-19.

2) Implementation: Support the Rental Assistance Processing (RAP) Center to scale to full functionality. Work with non-profit and software development partners to launch and improve IT tools for applying for assistance and tracking program benefits, ensuring that benefits are processed expeditiously and that, when approved, payment is authorized within three weeks of submission.

3) Policy and Strategy: Develop analyses to inform policy development, and communications/briefing materials to convey changes to key stakeholders.

4) Cross-Program Coordination: Provide coordination support between related programs and projects to ensure coherent program delivery and smooth operations, particularly regarding other activities related to federal rental assistance (municipal programs, utility programs, legal services, housing stabilization services).

PREFERRED QUALIFICATIONS:

This is a 2 year position with benefits. The end date may be extended based on availability of funding.

1. Ability to manage complex projects from ideation to completion.
2. Ability to work across traditional organizational boundaries.
3. Ability to work collegially and effectively with a wide range of agency and external employees, ranging from front-line employees to executive-level leaders.
4. Ability to galvanize teams around a shared purpose and measurable objective.
5. Ability to develop bold and feasible project plans to meet such purposes and objectives.
6. Ability to respond to both opportunities and obstacles with agility and flexibility to keep teams on track to meet project goals.
7. Ability to assign project deliverables and hold teams accountable for the completion of assigned deliverables.
8. Ability to manage external consulting teams.
9. Ability to lead large, cross-functional teams without being part of those teams' organizational hierarchies.
10. Ability to "manage up" to both internal and external stakeholders.
11. Ability to navigate ambiguity and bring order to chaos.
12. Ability to thrive in fast-paced settings.
13. Ability to remain collaborative and results-driven in the face of obstacles and adversity.
14. Ability to maintain accurate records.
15. Ability to prepare and use charts, graphs, and tables.
16. Ability to prepare general reports.
17. Ability to write concisely, to express thoughts clearly and to develop ideas in logical sequence.
18. Ability to follow written and oral instructions.
19. Ability to give written and oral instructions in a precise, understandable manner.
20. Ability to communicate effectively in oral expression.
21. Ability to deal tactfully with others.
22. Ability to adjust to varying or changing situations to meet emergency or changing program requirements.
23. Ability to exercise sound judgment.
24. Ability to exercise discretion in handling confidential information.
25. Prior experience working in housing and/or community or economic development.
26. Substantial knowledge of federal and state housing policy.
27. Prior experience leading cross-functional initiatives and exercising informal leadership with lateral peers.
28. Prior experience managing relationships with external partners and stakeholders.
29. A track record of managing change within a complex organization and/or ecosystem of organizations.

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, 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. A Bachelor's degree in a related field may be substituted for two (2) years of the required experience.
- III. A Graduate degree in a related field may be substituted for three (3) years of the required experience.
- IV. A Doctorate degree in a related field may be substituted for four (4) years of 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 - 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=210001H4>