EOHLC is seeking Manager of the Community Assistance Unit in the Division of Community Services!

AGENCY MISSION:
The Executive Office of Housing and Livable Communities (EOHLC) is charged with creating more homes in Massachusetts and lowering housing costs for residents.

Formerly known as the Department of Housing and Community Development (DHCD), EOHLC works with municipalities, local housing authorities, non-profit organizations, and development partners to provide affordable housing options, financial assistance, and other support to Massachusetts communities.

OVERVIEW OF ROLE:
The Manager of the Community Assistance Unit is responsible for operations and supervision of the Community Assistance Unit (CAU). Coordinates the agency’s housing development and strategic planning, land use, growth management, community and economic development, sustainable development, municipal governance, and relocation functions, including implementation of the following programs: Housing Development Incentive Program, MBTA Communities, 40B/Housing Production Plan, 40R Smart Growth Zoning, 40Y Starter Homes, Citizen Planner Training Collaborative, District Local Technical Assistance, Urban Renewal, and Urban Center Housing-Tax Increment Financing (UCH-TIF), as well as the Bureau of Relocation. Develops new programs to address state initiatives and priorities affecting municipalities, including revitalization of Gateway cities and smart growth; and develops new legislation, as appropriate. In addition to CAU management and oversight, this position is responsible for operations of three program areas: M.G.L. Chapter 121A, UCH-TIF and monitoring Executive Order 145 notifications. Works cooperatively with other state and federal agencies. The position provides direct support to EOHLC’s mission to strengthen cities, towns and neighborhoods by supporting local and regional planning efforts and assisting communities to address the complex challenges of development, growth and revitalization in a multidisciplinary way that effects change and fosters sustainability.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

1) Policy & Compliance:
   - Responsible for compliance with statutory and regulatory requirements, and reviews new legislation for its effect on agency policies and practices.
   - Develops and reviews policy proposals and reports.

2) Program Support:
   - Assigned programs such as 121A, UCH-TIF, Charter amendments and EO 145 reviews.
   - Implements new state initiatives affecting municipalities such as MBTA Communities, Chapter 40Y and revisions to other program statutes and/or regulations

3) Technical Assistance and Training:
   - Develops and coordinates EOHLC’s technical assistance and continual training, improving existing systems of service delivery to municipalities and other stakeholders.
   - Coordinates the development and delivery of technical assistance and training for local officials; board and commission members; housing, community and economic development professionals; nonprofit and community-based organizations; and nonprofit and for-profit developers.

4) Supervision:
   - Manages and provides supervision to Community Assistance Unit staff and oversee operation and administrative functions and work with Division leadership to maintain adequate staffing.

5) Special Projects:
• Undertakes special projects at the discretion of the Director and Deputy Director, Division of Community Services.

PREFERRED QUALIFICATIONS:
1. At least three years of local government experience or three years of state government experience working with municipalities
2. Master’s Degree in Urban or Regional Planning, or Public Administration; or a Bachelor’s Degree in a related field when accompanied by additional years of management, local government experience or state government experience working with municipalities
3. Knowledge of municipal operations, including the structure of local government and laws affecting how municipalities carry out revitalization activities.
4. Knowledge of planning, community and economic development and downtown revitalization.
5. Knowledge of housing development and associated state statutes and regulations for affordable and market-rate housing.
6. Knowledge of Massachusetts land use laws, regulations and principles and growth management.
8. Working knowledge of technical assistance and training methodologies and strategies.
9. Experience in developing curriculum and/or presentations and delivering them.
10. Experience in developing outreach and technical assistance and in producing related materials.
11. Ability to use PowerPoint and other standard computer software.
12. At least three years of previous program management experience in a public or non-profit setting

COMMENTS:
Please upload resume and cover letter.

This position would be expected to follow a hybrid model of reporting to work that combines in-office workdays and work from home days, as needed.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division’s Recruiting Guidelines. In the case of a promotional opportunity, the salary provisions of the applicable collective bargaining agreement will apply to placement within the appropriate salary range.

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, administrative, supervisory, or managerial experience in business administration, business management, public administration, public management, clinical administration or clinical management of which (B) at least one (1) year must have been in a project management, supervisory or managerial capacity or (C) 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 (A) experience.
II. A Bachelor’s degree in a related field may be substituted for two (2) years of the required (A) experience.

III. A Graduate degree in a related field may be substituted for three (3) years of the required (A) experience.

IV. A Doctorate degree in a related field may be substituted for four (4) years of the required (A) experience.

**Comprehensive Benefits:**
When you embark on a career with the Commonwealth, you are offered an outstanding suite of employee benefits that add to the overall value of your compensation package. We take pride in providing a work experience that supports you, your loved ones, and your future. Want the specifics? Explore our Employee Benefits and Rewards at https://www.mass.gov/commonwealth-employee-benefits-and-rewards

**Official Title:** Program Manager VI  
**Functional Title:** Manager, Community Assistance Unit  
**Primary Location:** United States-Massachusetts-Boston-100 Cambridge Street  
**Job:** Administrative Services  
**Agency:** Executive Office of Housing and Livable Communities  
**Schedule:** Full-time  
**Shift:** Day  
**Job Posting:** Jun 13, 2023, 10:50:22 AM  
**Number of Openings:** 1  
**Salary:** $41,017.08 - $105,000.00 Yearly  
**Bargaining Unit:** M99-Managers (EXE)  
**Confidential:** No  
**Hybrid Work Eligible:** Yes

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Jessica Molina - 8572480160

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.

**HOW TO APPLY:**
Apply online at https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=2300074A