

Associate Director of Housing Management - (190001QY)

Official Title: Housing Program Specialist IV

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

Job: Community and Social Services

Agency: Department of Housing & Community Dev

Schedule: Full-time

Shift: Day

Job Posting: Apr 8, 2019, 1:58:34 PM

Number of Openings: 1

Salary: \$68,636.62 - \$99,006.18 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

The Associate Director of Housing Management is responsible for operationalizing policies and procedures within the Housing Management Bureau through their respective staff reports and subsequently the staff's Local Housing Authorities (LHAs). Moreover, the Associate Director is responsible for monitoring transparency and accountability of LHA operations. Specifically, s/he will play a large role implementing the reforms across the Bureau, including but not limited to 1) the Performance Management Review (PMR) program and its companion program, known as Chief Administrative and Financial Officer (CAFO), as well as, special scope reviews, as required, 2) the LHA independent audit program, known as the Agreed Upon Procedures (AUP) financial review, 3) senior review and reporting of Executive Director Contracts and At-Will Employment Agreements to ensure compliance with program guidelines, 4) tracking and reporting of LHA budget submissions, and 5) all follow up, monitoring and tracking that is required subsequent to these efforts.

The incumbent is responsible for the review, revision and implementation of all Housing Management reporting systems to ensure comprehensive data collection and analysis for efficient operations. With that information the incumbent will also be responsible for reporting and relaying the necessary information with recommendations to their supervisor, the Director of the Bureau of Housing Management, on a routine and systematic basis.

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

1. Directly supervises four to six management representatives by training, assigning work and reviewing performance. Directs staff in the review of LHAs' management activities state-wide. Responsible for working with employees to detect underperforming LHAs, analyzing tenant selection ledgers and LHA financial reporting. Uses DHCD regulation, M.G.L. c. 121B, and other pertinent material as guides in performance of duties.

2. Responsible for the review, revision and implementation of all management reporting systems to ensure comprehensive data collection and utilization for efficient management operations.

3. Operationalizes policies and programs for the Performance Management Review (PMR) and its companion the Chief Administrative and Financial Officer (CAFO) program, as well as special scope reviews, as required.

4. Assists with strategic planning, developing and implementing state-aided public housing programs.
5. Ensures on-going dialogue between the Bureau of Housing Management and the Bureau of Housing Development and Construction regarding LHA preventive, routine, extraordinary maintenance, and capital needs.
6. Provides indirect supervision to all management representatives and clerical staff.
7. Other duties as assigned.

PREFERRED QUALIFICATIONS:

1. Extensive knowledge of property management and affordable housing programs or other equivalent programs, including experience with the administration of such programs with a detailed understanding in the areas of program compliance, quality control, interpreting program regulations, data systems and operational aspects of property management and affordable housing and state-aided housing programs is strongly preferred.
2. Demonstrated strong organizational, supervisory, interpersonal, public speaking, and writing skills.
3. A working knowledge of state and federal housing programs, regulations and guidelines is essential.
4. Ability to negotiate issues with diverse constituents is essential.

MISSION STATEMENT

The Department of Housing and Community Development (DHCD) is within the 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

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 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.

Please attach a resume when applying for this position.

QUALIFICATIONS

First consideration will be given to those applicants that apply within the first 14 days (by 04/22/19).

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.

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

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Nancy DePaul - 617-573-1100

HOW TO APPLY

Create profile and apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=190001QY>