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Position Description



Housing Planner

Division **Housing**

Rate **\$86,541 to \$114,897**

Closing Date **11/01/2024**

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Posting Date:

10/4/24

Department:

Housing

Job Code:

M592 (ID #1066)

Sequence #:

709

Number of Hours Per Week:

37.5

Additional Work Hours Information:

plus evening or weekend meetings/events

Union Affiliation:

None

of openings:

1

Type of Employment:

Regular

Civil Service Type:

None

ABOUT THE HOUSING DEPARTMENT:

The Housing Department manages the City's efforts to create and preserve affordable housing and offer access to affordable housing programs and resources. The Department oversees City funding and zoning initiatives to advance affordable housing goals and works closely with the Community Development Department (CDD) to foster a livable, sustainable, just, and equitable community.

ABOUT THE ROLE:

Under the supervision of the Housing Director, the Housing Planner will be a key member of the Housing Department's team and will manage compliance with the City's Inclusionary Housing and Incentive Zoning provisions through which market-rate developments create affordable housing and contribute funding to assist in advancing City housing goals. The Housing Planner will manage studies related to these provisions, work as part an inter-departmental team reviewing development projects, research and develop new housing policy initiatives, provide technical support to the Inclusionary Rental and Homeownership program teams, and assist with other City housing programs as needed. The

Housing Planner will work closely with CDD and other City staff, private housing developers and managers, neighborhood groups, lenders, and the Cambridge Housing Authority.

Primary responsibilities include:

- Managing compliance with Inclusionary Housing provisions of the zoning ordinance for new housing developments through the planning, permitting, and construction phases;
- Managing transition of completed homes to rental or homeownership program teams and providing support to program teams around continuing compliance requirements;
- Managing compliance with Incentive Zoning provisions for non-residential developments;
- Coordinating Housing review and participating in development project review with staff from other City departments;
- Developing, maintaining, and implementing program processes and documents to ensure consistent application and administration of Inclusionary Housing and Incentive Zoning program requirements; reviewing program documentation and drafting program policy documents, regulations, and zoning amendments;
- Managing periodic studies to review the need for and impact of Inclusionary Housing and Incentive Zoning provisions, developing study methodologies, selecting and managing study teams, and coordinating community review of completed studies;
- Researching housing program and development policy topics and developing new housing initiatives; maintaining knowledge of new and emerging affordable housing programs and other tools that advance community housing goals;
- Coordinating preparation and completion of legal and other program agreements;
- Maintaining appropriate records and materials, and managing public access to information regarding active and completed development efforts; compiling and analyzing program data for program evaluation, management, and goal setting;
- Developing and maintaining relationships with residents, housing providers, housing developers, property managers, community groups, lenders, other housing agencies and service providers;
- Assisting with other City housing programs and special projects as needed; performing other duties as required;

MINIMUM REQUIREMENTS:

The Housing Planner should be a self-motivated, detail-oriented professional who is ready to work individually and as part of a team in a fast-paced office environment to expand affordable housing opportunities in Cambridge. We seek candidates with a strong commitment to equity and respect, both in the provision of services and in the workplace. The City of Cambridge's workforce, like the community it serves, is diverse; applicants must have the ability to work and interact effectively with individuals and groups with a variety of identities, cultures, backgrounds, and ideologies.

Education & Experience

- Bachelor's degree and 7 years of relevant experience in affordable housing development, development project review or affordable housing program management, or equivalent combination of education, training, and experience; A master's degree in a related field may be substituted for 2 years of experience;
- Experience with affordable housing or other residential estate development, including familiarity with housing development process from project inception to completion;
- Experience with program administration including preparing and managing program agreements;

Knowledge, Skills & Abilities

- Ability to interpret and work with complex regulations and zoning; ability to understand, interpret, summarize, and communicate City program policies and guidelines;
- Excellent organizational, time management, and project management skills; ability to set priorities, manage multiple responsibilities, and meet deadlines;
- Good judgement; demonstrated customer service skills, excellent interpersonal, presentation, and communication skills (written and oral);
- Ability to gather, assemble and analyze relevant data for program development;
- Capacity to work collaboratively and cooperatively with colleagues to achieve team goals;

- Strong computer skills including demonstrated proficiency with essential software (primarily, Word, Excel, Outlook);

PREFERRED REQUIREMENTS:

- Experience with public sector development project review or housing development in a municipal, state, federal or private organization;
- Experience working with zoning and other regulatory frameworks, or drafting, developing managing compliance with loan documents, zoning, and other regulatory agreements;
- Proficiency with GIS and other mapping and visualization tools;
- Knowledge of the Cambridge community;

PHYSICAL DEMANDS: Ability to access, input and retrieve information from a computer. Must read and analyze large quantities of information. Must have sufficient mobility to get back and forth from office to off-site meetings throughout the city including residential buildings, buildings under construction, and other locations; driving; walking; and climbing stairs. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT: Work involved is primarily indoors in a standard office environment which includes fluorescent lighting and air conditioning. Moderate noise level, which can elevate with phone calls and walk in members of the public. Busy office work environment characterized by multiple work demands from department staff and heavy email and call volume; public meetings to present and discuss housing planning, programs and policies. This position may be eligible for hybrid work under the City's Telework Policy, depending on operational needs.

BENEFITS SUMMARY:

- Competitive health, dental, and vision insurance
- Vacation and Sick leave eligible
- Sick Incentive Pay Eligible
- 3 Personal days
- 14 Paid Holidays
- Management Allowance, \$2,700/year
- Discounted MBTA monthly pass, Bluebikes membership and EZRide Shuttle pass

DOCUMENTS REQUIRED:

Please upload the below documents to complete your application:

- Resume
- Cover Letter

ABOUT THE CITY OF CAMBRIDGE

The City of Cambridge is a diverse and vibrant community that 120,000 residents of different ethnic, racial, religious, U.S. nationals and other backgrounds call home. We take pride in our City's diversity and strive to create a workplace that is reflective of the community we serve -- one in which all employees can thrive. The City is also deeply committed to creating an environment in which all our employees are treated equitably and feel included. In joining our team, you would work in a workplace environment that advances and values antiracism, diversity, equity, and inclusion (A DEI), and that is committed to embedding A DEI best practices and tenets in all aspects of our work. City of Cambridge residents are especially encouraged to apply to job openings.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION

The City of Cambridge is an Affirmative Action/Equal Opportunity Employer and does not discriminate based on race, color, sex, religion, age, national origin, disability, or any other protected category. Women, minorities, veterans, members of the LGBTQ+ Community, and persons with disabilities are encouraged to apply. The City is committed to advancing a workforce culture of antiracism, diversity, equity, and inclusion. Auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures will be provided to qualified individuals with disabilities free of charge, upon request by contacting Human Resources at humanresources@cambridgema.gov.

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