

Assistant Undersecretary of Housing Stabilization - (240007WD)

Executive Office of Housing and Livable Communities (EOHLC) is seeking an Assistant Undersecretary in the Division of Housing Stabilization:

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 Assistant Undersecretary of Housing Stabilization is a strategic leader, overseeing key programs within the Division of Housing Stabilization (DHS), and playing a pivotal role in developing and executing policies related to helping families and individuals find housing stability. This position involves supervising program directors and teams focused on the shelter system, homelessness prevention, and shelter diversion. These critical programs and initiatives are aimed at addressing homelessness, assisting families and individuals to divert and exit from shelter, accessing rental assistance, and other critical stabilization efforts. The Assistant Undersecretary reports directly to the Undersecretary of Housing Stabilization and works closely with other senior leaders, external partners, and stakeholders to develop and implement effective policies and strategies to achieve the Division's mission of ensuring homelessness in the Commonwealth is rare, brief, and non-recurring.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

1) Program Oversight:

- Oversees the planning, implementation, and evaluation of housing stabilization programs and initiatives, including shelter services, homelessness prevention and diversion, rapid rehousing, permanent supportive housing, and other housing stabilization services.

2) Policy Development and Execution:

- Works with the Undersecretary of Housing Stabilization, Senior Director of Policy and Implementation, and other senior leaders to develop and implement policies that promote housing stability and homelessness prevention.

3) Leadership:

- Supervises and supports three DHS program directors and their teams, ensuring that they have the necessary resources, training, and guidance to perform their duties effectively and efficiently.
- Serves as a leader within and across state government for housing stabilization programs, bringing people and organizations together to solve problems and get stuff done.
- Fosters a collaborative and effective working environment.

4) Stakeholder Engagement:

- Coordinates and collaborates with other divisions within the secretariat, as well as other state agencies, local governments, housing authorities, service providers, advocates, and community organizations, to align and integrate the secretariat's efforts with the broader state and regional goals and strategic priorities for addressing homelessness and housing instability.

5) Performance Management:

- Provides oversight and management of performance metrics across Division of Housing Stabilization programs to identify strengths, weaknesses, opportunities, and challenges.

- Utilizes data to monitor program effectiveness to inform decision making and policy developments and make recommendations.
- Works with senior leaders to adjust throughout the program as needed to improve outcomes.

6) Division of Housing Stabilization Representation:

- Coordinates with the Undersecretary of Housing Stabilization to represent the Division in various forums and meetings, such as legislative hearings, public events, media interviews, and community partner events.
- Communicates the Division’s mission, programmatic vision, goals, and achievements, and advocates for the needs and interests of the populations served in shelter.

7) Resource Allocation and Budget Management:

- Manages program budgets, ensuring resources are allocated effectively and efficiently to support program goals.

PREFERRED QUALIFICATIONS:

1. Proven experience in leadership roles within public sector, with a track record of successfully managing cross-functional teams and within complex and dynamic environments.
2. Knowledge of housing and homelessness, with particular emphasis on local, state and/or federal homelessness prevention and/or rapid rehousing programs, rental assistance, supportive housing, and/or transitional housing.
3. Experience working with State and Federal programs with complex regulations and policies and the demonstrated ability to develop necessary strategies for effective implementation.
4. At least intermediate proficiency using Word, Excel and Outlook.
5. Strong understanding of operational processes and best practices, particularly in the context of contractor support and engagement.
6. Exceptional communication and interpersonal skills, with the ability to effectively engage with stakeholders at all levels.
7. Experience in government or other public sector industry or a related field is highly desirable.
8. Demonstrated ability to thrive in a fast-paced, dynamic environment and adapt to changing priorities.
9. Experience in program evaluation, performance management, or process improvement initiatives.
10. Experience in the housing assistance or social services is a plus.

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) seven (7) 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 three (3) years must have been in a managerial capacity.

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!](https://www.mass.gov/commonwealth-employee-benefits-and-rewards) at <https://www.mass.gov/commonwealth-employee-benefits-and-rewards>

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.

Official Title: Administrator IX

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: Sep 16, 2024, 11:46:38 AM

Number of Openings: 1

Salary: 113,723.38 - 169,540.80 Yearly

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

Bargaining Unit: M99-Managers (EXE)

Confidential: No

Potentially Eligible for a Hybrid Work Schedule: Yes

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=240007WD>