

**TOWN OF PROVINCETOWN
DEPUTY HOUSING DIRECTOR
Non-Union - Grade 8**

Definition:

The Deputy Housing Director reports to the Housing Director, often will be the initial point of contact for the public and Town staff, assists with the coordination and provision of staff support to various housing, CPA, and economic development committees and boards. Performs a variety of responsible duties of technical and administrative nature requiring the exercise of judgment to interpret guidelines, carry out assignments independently, and requiring the exercise of discretion in handling information from the public. The position serves as a backup for department responsibilities.

Supervision:

Works under the general direction of the Housing Director.

Job Environment:

The position is expected to function effectively, efficiently, and sometimes independently on his/her behalf and works collaboratively with other community development departments. Works in accordance with Town policies and by-laws as well as state and federal regulations.

Essential Functions:

- Staff the Town's Housing & Economic Development Office assisting the Housing Director as contact for all affordable/community housing activities, plans, and initiatives along with serving as contact for CPA and Economic Development Committee activities, and interaction with the general public.
- Provide staff support to the Community Housing Council [CHC], and the Year-Round Market Rate Rental Housing Trust [YRRT]; attend regular meetings including some evening meetings, of the CHC and the YRRT, other housing related and relevant subcommittees and town boards as necessary including the Economic Development Committee [EDC], and Community Preservation Committee [CPC]. Responsibilities include taking minutes of meetings, transcribing, and formatting for submission as necessary.
- Requires independent judgment, initiative, and discretion in assisting citizens and town employees with inquiries regarding community housing and economic development.
- Must deal professionally with sensitive and confidential information.
- Answers questions and furnishes information in person, by telephone, and electronically to the general public regarding community housing and economic development.
- Manages day-to-day activities of the Housing and Economic Development Office including posting meetings, preparing accounts payable vouchers, preparing payroll, and generating reports.
- Provide support to Housing Director as necessary including development and review of applications for housing programs, economic development, and CPA. Follow-up with award notices, grant agreements and payment processing under direction of Housing Director.

Recommended Minimum Qualifications:

Education and Experience

- Associates Degree in related field and 3 – 5 years of progressively responsible administrative experience within a municipal office; or equivalent combination preferred

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Knowledge, Ability and Skill:

- Excellent written and oral communication and interpersonal skills
- Proven ability to manage multiple tasks simultaneously
- Experience in grant and financial management
- Knowledge of and experience with affordable/community housing programs, policies, and resources at the local, state, and federal levels
- Experience and knowledge of municipal government procedures, operations, and functions. Familiarity with pertinent state, federal, and local laws preferred.
- Proven ability to synthesize information and data and develop clear, concise reports and recommendations based on findings
- Strong self-motivation and ability to work independently
- Strong computer skills including with MS Word, PowerPoint, MS Teams, and Adobe

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.