



# Massachusetts PROVINCETOWN

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## Position Opening

### *Non-Union –Housing Director*

The Town of Provincetown is now accepting applications for the full-time position of Housing Director. This candidate should have experience with affordable housing programs and policies, as well as experience in project management practices and permitting processes. A bachelor's degree in a related field and 5-7 years of experience in affordable housing and/or planning or any equivalent combination of education and experience is preferred.

This is a full time 40 hours a week, salaried, confidential position, working Monday – Thursday 8-5 and Friday 8-12 with a competitive benefits package.

This Housing Director position reports to the Town Manager, is responsible for leading initiatives that promote Provincetown's housing goals and policies, manage our housing programs, advance projects to create long-term housing, and support economic sustainability. In addition, the Housing Director will work with the public, community partners, and other Town departments on projects that support our ambitious housing goals and initiatives.

This is a non-union position with a scale of \$100,000 to \$130,000+, depending on qualifications. The position is available immediately and will remain open until filled. For initial consideration send application, cover letter and resume to: Human Resources, Town of Provincetown, 260 Commercial Street, Provincetown, MA 02657 or [hr@provincetown-ma.gov](mailto:hr@provincetown-ma.gov).

*The Town of Provincetown, Massachusetts is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sex, national origin, marital status, age, or sexual preference, or any other category protected under the state and federal anti-discrimination laws.*

*Alex Morse, Town Manager*

## **TOWN OF PROVINCETOWN HOUSING DIRECTOR**

### **Definition:**

This Position is responsible for leading initiatives that promote Provincetown's housing goals and policies, manage our housing programs, advance projects to create long-term housing, and support economic sustainability, while also providing support to the Community Housing Council, Year-Round Market Rate Rental Housing Trust, Economic Development Committee, and Community Preservation Council. In addition, the Housing Director will work with the public, community partners, and other Town departments on projects that support our ambitious housing goals and initiatives.

### **Supervision:**

Works under the general supervision of the Town Manager.

Supervises the Deputy Housing Director.

### **Job Environment:**

Work is performed under typical office conditions. Employees must be able to perform duties with regular interruptions.

Operates computer, calculator, telephone, copier, and other standard office equipment.

Makes regular contact with the public, town departments/boards/committees, and state agency officials. Contacts are by phone, correspondence, email and in person and require strong customer service skills.

Errors could result in legal repercussions, delay, and confusion, and cause adverse public relations.

The Director has regular access to confidential information such as department records, real property disposition and executive session strategies that are obtained during performance of regular position responsibilities in accordance with the State Public Records Law.

### **Essential Functions:**

- Oversees all administrative functions of the office, including day-to-day operations, budget preparation, preparation of annual report, completion and maintenance of necessary records, report, and documents.
- Provides staff support and serves as staff liaison to the Provincetown Community Housing Council (CHC), and the Year-Round Market Rate Rental Housing Trust (YRMRRHT); attends regular meetings of the CHC and the YRMRRHT, and other housing related and relevant subcommittees and town boards as necessary including the Economic Development Committee (EDC), and Community Preservation Committee (CPC).
- Works with CHC & YRMRRHT to develop, refine and implement community housing plans, including strategic planning to increase the availability of housing opportunities for residents of Provincetown.
- Interfaces with outside consultants and developers on behalf of the town.

- Oversees RFP process for housing development projects.
- Examines possibilities for town purchases of property for housing.
- Organizes and oversees quarterly Joint Housing Workshops between the Select Board, housing boards, etc.
- Oversees planning and feasibility studies for municipal housing developments and programs.
- Represents the interest of the Town at the local and state level regarding affordable housing.
- Works with EDC and Town staff to develop and implement economic development plans and initiatives.
- Develops new, and refines existing, policies and procedures for community housing and economic development projects.
- Provides professional level support to potential community housing developers in designing proposals for new housing initiatives/projects. Secures resources to develop legislative rules and regulations to advance affordable housing opportunities in town.
- Reviews proposed projects and applications for community housing, provides input, and makes recommendations to the CHC and other relevant boards to inform the review and approval of proposed projects.
- Conducts on-going and extensive research for potential financial resources to support community housing initiatives and, when appropriate, manages the process to secure funding.
- Conducts periodic needs assessments to update information and accurately reflect the current housing needs of the community.
- Assists CHC & YRMRRHT in the oversight, approval, and use of financial resources through the Affordable Housing Trust Fund and the Provincetown Year-Round Market Rate Rental Trust Fund.
- Assists the Community Preservation Committee in the implementation of the annual CPA funding cycle, including in development of the application packet, analysis of available funds, advertising, processing applications, and review through presentation at town meeting. Follow-up with award notices and grant agreements as necessary, and processing payments.
- Assists the Economic Development Committee in the implementation of the annual ED funding cycle, including the development of the application packet, analysis of available funds, advertising, processing applications, and review through presentation to Select Board. Follow-up with award notices, grant agreements and payment processing.
- Performs other related job duties as necessary.

### **Recommended Minimum Qualifications:**

#### **Education and Experience**

Bachelor's Degree in a related field; 5-7 years of experience in affordable housing and/or planning or any equivalent combination of education and experience.

#### **Knowledge, Ability and Skill:**

- Knowledge of, and experience with, affordable/community housing programs, policies, and resources at the state and federal levels
- Experience in project management practices and permitting processes.
- Outstanding analytical and strategic thinking skills with proven practical and creative problem-solving skills to address affordable/community housing needs.
- High level experience in affordable housing design, development, financing, and construction.
- Proven ability to manage multiple tasks simultaneously.

- 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.
- Must have a valid driver's license.
- Strong computer skills including Microsoft Office, database, and financial analysis and management software.
- Excellent written and oral communication and interpersonal skills
- Skill in financial resource identification and development including public/private grant writing and submission.
- Strong management skills through, especially concerning leadership and mentoring.
- Highly effective communication skills, especially with presenting information.