

Town of Nantucket Job Description: Municipal Housing Office Director

Position Title:	MUNICIPAL HOUSING OFFICE DIRECTOR	Grade Level:	Non-Union
Department:	TOWN ADMINISTRATION/HOUSING OFFICE	Date:	7/1/2019
Reports to:	TOWN MANAGER	FLSA Status:	Exempt

STATEMENT OF DUTIES: Oversees all administrative functions of the Housing Office including staff and day-to-day activities. Ensures Town compliance with federal and state affordable housing production requirements and reporting. Provides guidance to the Affordable Housing Trust, Town Administration and the Select Board regarding affordable housing needs, efforts and opportunities on Nantucket. Represents the Town to local and state agencies as well as the state house, financial institutions and legal counsel for affordable housing matters. Serves as the Fair Housing Director for the Town. Participates on committees involving Town employee housing issues. Advises and assists departments with the development and implementation of strategies to meet the Town's Strategic Plan initiatives related to housing.

SUPERVISION REQUIRED: Works under the supervision of the Town Manager or his/her designee. Performs a variety of duties requiring the exercise of independent and objective judgment. Works frequently on own initiative to handle areas of responsibility and assigned tasks in a professional manner.

SUPERVISORY RESPONSIBILITY: The employee is responsible for the direct supervision of all support staff of the department. Supervisory responsibilities include training, scheduling, disciplinary actions, payroll, budget oversight, and performance evaluation of direct reports.

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

ACCOUNTABILITY: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, legal repercussions, and fines where applicable or even endangering public health. The Director is considered an essential services employee and is required to respond to emergencies and natural disasters of the Town given the conditions of the declared emergency.

JUDGEMENT: Numerous standardized practices, procedures or general instructions govern the work performed and, in some cases, may require additional interpretation. Independent judgment is needed to facilitate exceptional customer service with the general public, Town staff and maintain confidentiality.

COMPLEXITY: The work consists of a variety of office and project management duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and

Town of Nantucket Job Description: Municipal Housing Office Director

evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work as well as presenting information to the public.

WORK ENVIRONMENT: Normally works under standard office practices, policies and conditions. Work environment is frequently hectic and disruptive. Interruptions in work are frequent. Work may involve outdoor exposure to varying weather conditions. The work day may frequently be greater than eight (8) hours. The standard workweek shall be 40 paid hours per week (Monday – Friday). Daily schedule may vary to accommodate department operations. Work outside of the standard workweek and outside of the typical daily schedule may be necessary to accommodate emergency or other atypical situations.

NATURE AND PURPOSE OF PUBLIC CONTACT: Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve problems. Other regular contacts are with legal counsel, real estate professionals and elected officials. More than ordinary courtesy, tact, and diplomacy may be required to respond to requests for information or to deal with uncooperative or uninformed persons.

OCCUPATIONAL RISK: Risk exposure to the employee is like that found in a standard office setting.

ESSENTIAL DUTIES/RESPONSIBILITIES/FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Oversees all administrative functions of the Office, including but not limited to day-to-day operations, budget preparation and management; preparation of annual report; compilation, completion and maintenance of necessary records, reports and documentation; plans, procedures and programs in response to housing laws and regulations and directives from Affordable Housing Trust, PLUS and Town Administration.
- Participates in senior management meetings and strategy sessions such as Cabinet meetings and Executive Sessions, when appropriate and permitted, to be kept informed of important issues that must be communicated to the public and/or Town departments.
- Ensures Town's compliance with affordable housing laws and regulations, including but not limited to the Subsidized Housing Inventory, Housing Production Plan, Community Preservation Act funded projects.
- Drafts housing-related regulations, warrant articles, policies and bylaws for review by counsel, Affordable Housing Trust, PLUS, Town Administration and Select Board.
- Oversees planning and feasibility studies for municipal housing development or programs, with Town agencies, non-profit and other housing groups.
- Provides professional level support for the Affordable Housing Trust for various projects and initiatives, including strategic planning and other AHT projects.
- Secures resources to advance legislation or promulgate rules and regulations to advance affordable housing efforts and opportunities, as directed.
- Represents the interests of the Town at the local and state level regarding affordable

Town of Nantucket Job Description: Municipal Housing Office Director

housing matters.

- Coordinates and communicates affordable housing initiatives and activities within the Town government structure as well as the various local housing agencies.
- Provides technical and administrative support for M.G.L. Chapter 40B and other statutory housing-related applications on behalf of the Town.
- Ensures applications for local, state, federal or private resources including housing grants and loans, assistance and services are complete and compliant.
- Promotes, monitors, and oversees municipal affordable housing projects throughout any required application process from conceptualization to permitting to occupancy.
- Serves as Fair Housing Director for the Town of Nantucket.
- Advises and assists departments with the development and implementation of strategies to meet the Town's Strategic Plan initiatives related to housing.
- Oversees housing steering committee and communicates regularly with departments regarding housing needs.
- Performs other related duties as may be assigned or required.

RECOMMENDED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Bachelor's degree in a relevant field with a minimum of three (3) years' experience in a position requiring supervisory responsibility in affordable housing or related field. Master's Degree desired.

SPECIAL REQUIREMENTS: The employee must have a valid Driver's License.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge: Working knowledge of common policies, practices and procedures of municipal government and applicable state and/or federal laws and regulations pertinent to position functions. Knowledge of office software (project management, word processing, data base management and spread sheet applications). Knowledge of the town's website and Internet in support of department operations, helpful. Thorough working knowledge of federal, state and local bylaws, rules and regulations pertaining to affordable housing matters necessary. Familiarity with Massachusetts affordable housing laws and initiatives is important as well as efforts on Nantucket. Knowledge of best practices around affordable housing necessary. Working knowledge of municipal housing challenges is important. Familiarity with general management principles and practices needed. Working experience with development and implementation of strategic plans and public outreach extremely helpful.

Ability: Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks and maintain confidential information. Ability to complete multiple tasks in a timely, detailed, and accurate manner. Ability to effectively use office equipment in an efficient manner and learn various project management software and electronic data management software. Must have ability to explain and accurately interpret state and local laws, codes and regulations relating to affordable housing to an array of stakeholders. Ability to interpret complex regulations and processes.

Skills: Proficient skills in the operation of a personal computer and office equipment and the

Town of Nantucket Job Description: Municipal Housing Office Director

application of office software including word processing, project management, electronic data management, spread sheet, and data base management applications; proficient business mathematical skills, recordkeeping, and customer service skills; proficient written and oral communication skills. Effective management and leadership skills; skill in developing department operational and administrative policies and procedures to accomplish goals and objectives of the Town and the Trust; imagination, innovation and judgment relating to the development and implementation of short and long-term planning and achievement of Town and Trust goals and objectives.

PHYSICAL REQUIREMENTS:

PHYSICAL DEMANDS: Minimal physical demands are required to perform the essential functions of the position. The employee may be required to lift, push or pull office equipment or pick up objects weighing thirty (30) pounds or less.

MOTOR SKILLS: Duties require the employee to utilize basic manual dexterity for activities such as moving objects, operating a telephone, personal computer and/or most other office equipment.

VISUAL DEMANDS: The employee is constantly required to read documents and reports for understanding and routinely for analytical purposes. The employee is required to determine color differences.

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.

Appointment to the position is contingent upon passing a pre-employment physical examination.

ACKNOWLEDGEMENT:

I have read and understand the essential job functions and the physical and mental abilities required for this job. My questions have been addressed, and by signing this document I acknowledge receipt of a copy of this job description.

Signature of Employee: _____

Printed Name of Employee: _____

Date: _____