

## Council Agenda Report

**Date:** July 8, 2019  
**Submitted by:** Odie Wheeler, Director of Public Works  
**Prepared by:** Pat Escher, A.I.C.P., Division Manager  
**SUBJECT:** Housing Specialist Job Description

**Recommendation that Council:**

- A. Approve the final draft of the job description for the housing specialist.

**Discussion:** At the June 10<sup>th</sup> hearing the Council opted not to renew Ms. Robinson's contact. At the June 17<sup>th</sup> work session, the Council wanted to amend the existing job description to include some additional requirements. Staff has incorporated those comments and is submitting it to Council for review and approval.

See Attachment 1.

**Fiscal Impact:** NA

**Approved by:** *Patrick C. Comiskey, City Manager*

Pay Range: TBD

## City of Cambridge

### CLASS SPECIFICATION

### HOUSING SPECIALIST

**DEFINITION OF CLASS:** *This is a one year, grant funded, independent consultant (IRS 1099) position that requires a highly responsible and skilled applicant.*

*The Housing Specialist shall:*

- *Relocate to the City of Cambridge or expected to report to work in Cambridge.*
- *Provide oversight and full management of the City of Cambridge's housing and neighborhood revitalization program.*
- *Possess strong organizational and administrative skills with the ability to prioritize a dynamic work program.*
- *Have excellent oral and written communication skills, as well as strong interpersonal skills.*
- *Be a creative problem-solver, have analytical skills, paying close attention to detail.*
- *Possess experience and knowledge in public processes, municipal code administration, project management, and real estate development/finance.*
- *Have experience in the practical application of real estate underwriting concepts and procedures.*
- *Be able to coordinate and perform complex urban renewal functions, working under the direct supervision and guidance of the City Planner.*
- *Have in depth knowledge of urban and building design.*
- *Prepare DPW/Housing recommendations to the Mayor, City Council, City Manager, and other City commissions, department heads and agencies.*
- *Provide accurate information to property owners, developers, community organizations, and the general public.*
- *Conduct site and field inspections.*
- *Prepare computer based and hard copy graphic materials.*
- *Conduct research studies, surveys and interviews to obtain data to assist in formulating housing policies, development projects, and assess the environmental impact of proposed projects.*
- *Prepare grant applications.*
- *Oversee special projects as assigned.*

**EXAMPLES OF DUTIES (including but not limited to):**

- *Analyze, plan, and manage complex housing development and servicing projects.*
- *Proactively proposes, evaluates and executes residential and affordable housing strategies for successful implementation; projects will include both the creation of the housing itself as well as identifying future needs, attracting investors, developers and homebuyers.*

- *Identify and search out financial resources and ongoing sources of funding for the City's resident housing program and housing project.*
- *Serve as Program liaison to developers, banks, architects, attorneys, the community, local organizations and other government agencies. Use financial analytical skills with an in-depth understanding of affordable housing finance, including the low-income housing tax credit and tax-exempt bonds*
- *Analyze and structure complex financial strategies and packages.*
- *Use principles and practices of budget development, administration, and accountability.*
- *Know principles and practices of contract administration and evaluation.*
- *Be able to perform technical report writing and preparation of correspondence.*
- *Promote the importance of resident housing within the community, which may include some evening and/or weekend meetings.*
- *Possess techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and staff.*
- *Conduct site and field inspections.*
- *Prepare land use maps, zoning maps, drawings, diagrams, graphs, charts, photographs, video and other display materials related to analyses and reports.*
- *Perform other tasks as assigned by City Planner.*

**MINIMUM QUALIFICATIONS:**

- *BS/BA in relevant and related housing/planning, public administration/policy or related disciplines required. Master's degree preferred.*
- *3 to 7 years broad-based level housing/planning/development experience required.*
- *Working knowledge of architecture and building design.*
- *Working knowledge of computer software and applications, including Microsoft Word, Excel, Power Point, Photoshop or equivalents.*
- *Basic knowledge of the principles and practices of zoning; knowledge of maps, plans, and other documents relating to development, planning and zoning.*
- *Experience using Federal grant programs to finance affordable housing such as, but not limited to, CDBG, HOME and Low-Income Housing Tax Credit (LIHTC), National Housing Trust Fund, and/or New Market Tax Credits.*
- *The ability to develop partnerships to create housing opportunities and incentives for home ownership, including partnering with local banks and Federal Home Loan Bank.*
- *~~Experience with~~ Knowledge of rental housing development finance, and solutions for supporting residents in rental housing, including lease to ownership models.*
- *Knowledge of rental development companies that provide supportive models.*
- *Experience with land banks.*
- *Experience with code enforcement or policy changes that create a positive impact on rental properties and reduce vacant, blighted properties.*

- *Knowledge about strategies other communities have used to engage the community, create affordable housing opportunities, and revitalize neighborhoods.*
- *Ability to interpret and apply codes, regulations, policies and guidelines.*
- *Ability to research and analyze planning information and present the results in oral, written and/or graphic form.*
- *Possesses excellent written and oral skills.*

**LICENSE:**

*Possession of a valid driver's license. License is to be in good standing and acceptable to the City of Cambridge and/or its insurance carrier.*

**PHYSICAL ABILITIES:**

- *Requires the ability to perform the functions of the job which are primarily indoors and moderately active in nature; but requires occasional outdoor activities at building sites in all types of weather.*
- *Requires cardiovascular fitness to walk 400 yards over varying terrain.*
- *Requires sufficient ambulatory ability to move about the office and outdoor field locations and to bend, stoop, reach, and climb.*
- *Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, observe moving objects, and observe physical layouts.*
- *Requires manual and finger dexterity to write and to operate computers and other office equipment.*
- *Requires the ability to alternatively sit and stand for sustained periods of time to observe construction and perform counter work.*
- *Requires the ability to lift up to 20 pounds.*

**OTHER:**

*The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.*

*Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.*

*Classification Established July 8, 2019*