



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

ASSISTANT DIRECTOR FOR HOUSING COMMUNITY AND ECONOMIC DEVELOPMENT OFFICE

POSTING DATE: December 16, 2014

RATE OF PAY: \$55,457

EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: January 15, 2015

POSITION STATUS: Regular Full Time

CLASSIFICATION GRADE: 19

UNION: N/A

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position manages the Housing Division of CEDO. Primary responsibility is to develop, coordinate, implement and administer a comprehensive program to address the City's housing needs. This includes oversight of the City's housing policies, programs and initiatives, and administration of various housing ordinances. Also involves advancing public policy focused on expanding housing opportunities across the economic spectrum.

ESSENTIAL FUNCTIONS:

- Direct and oversee the administration of all housing programs.
- Assist the CEDO Director in the development and the oversight of budgets for the Housing Division.
- Encourage and support the development of permanently affordable housing through technical assistance to nonprofits, grant applications and legislative initiatives.
- Assist in the enforcement of City ordinances: Housing Preservation and Replacement, Inclusionary Zoning, Impact Fee Waivers, and Condominium Conversion.
- Provide supervision and guidance to the Housing Program Manager in administering the federal HOME and CDBG programs.
- Provide supervision and guidance to the Lead Program Coordinator in administering the Burlington Lead & Healthy Homes Program.
- Serve as point of contact with HUD Office of Lead Hazard Control and Healthy Homes
- Administer the Burlington Housing Trust Fund.
- Encourage and support the development of on-campus and off-campus housing for UVM and Champlain College students.
- Provide housing information for plans, reports and other documents related to CEDO's funding sources.
- Serve as CEDO's point of contact for city councilors, city boards and commissions, state legislators and congressional representatives on housing issues.
- Serve as the City's point of contact on Fair Housing issues.
- Maintain strong relations with City departments and State and Federal agencies.
- Staff the City Council Community Development & Neighborhood Revitalization Committee.
- Other duties as assigned.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Bachelor's Degree in planning, public administration or a related field; equivalent training and experience may be substituted for educational requirements.
- Minimum of 5 years of experience in the development and/or financing of nonprofit affordable housing.
- Knowledge of budget development and administration, including capital development budgeting and grant administration.
- Knowledge of construction methods and techniques.
- Basic project development skills such as working knowledge of the zoning process, building permit process and City government processes in general.
- Experience in grant-writing and municipal budgeting. Ability to work with a diverse population with a strong commitment to equity and inclusion, among City staff and the general public.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Ability to effectively and professionally represent the City in all written and verbal interactions with multiple stakeholders including City employees, elected officials and members of the general public required.
- Ability to demonstrate solid judgment and the utmost level of the confidentiality.
- Ability to prioritize work and problem solve to accomplish competing objectives while meeting deadlines is required.
- Regular attendance and availability to respond to emergent and time-sensitive situations are essential to meeting expectations of the job functions including the ability to work nights, weekends and holidays.
- Ability to communicate orally and in writing.
- Strong administrative abilities.
- Experience in hiring and supervising employees and private contractors.
- Experience in effective public process.

To Apply: Submit resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.