

Job Posting



25-30 hours	Regional Housing Services Administrator	Position Outline	
Direct Report	Community Services Director	Grade	E
Department	Community Services	FLSA	Part Time Permanent
Division	Community Development	Bargaining Unit	Non- Union
Date	September 2014	Location	Town Hall

Regional Housing Services Administrator

Duties:

Responsibilities include performing a variety of administrative and complex technical work related to administration of the Metro North Regional Housing Services Office (MNRHSO) comprised of the communities of Reading, N. Reading, Saugus and Wilmington. Administrative work related to monitoring affordable housing developments and residents to verify that units comply with regulatory requirements. Will develop an MNRHSO annual monitoring plan, including a central repository and monitoring database. The central repository contains project legal documents for all affordable housing projects. Performs site visits and related follow up such as drafting letters, completing forms, maintaining records and compiling spreadsheets, and other paperwork needed related to monitoring affordable housing.

In addition, will reconcile municipal inventory records with the Subsidized Housing Inventory (SHI) maintained by the Commonwealth of MA, Department of Housing and Community Development for each community. Will perform other duties as assigned.

Minimum Qualifications

1. Applicant must have housing or real estate experience as well as familiarity with local government.
2. Bachelor’s Degree and minimum 1 year related experience. Advanced degree may be substituted for experience.
3. Must have the ability and skill to deal with the public tactfully and effectively.
4. Must be able to communicate effectively in writing and orally in a clear and precise manner.
5. Must be familiar with office equipment and procedures.
6. Must be physically able to perform field inspections at on site housing developments under varied weather conditions.
7. Must have a valid driver’s license and personal vehicle that can be used for site inspections.
8. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Applicant should be able to meet the requirements of the position as outlined in the attached Position Descriptions for the Regional Housing Services Administrator. Applicant should state education, training and experience which he/she feels has provided him/her with the required knowledge, skills and abilities to perform the duties of this position.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at www.readingma.gov until September 26, 2014.

A full Job Description is available upon request

Judith Perkins

Human Resources Administrator

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