

CLASS TITLE: Housing Program Specialist		
STATUS: Non-Exempt		
PAY GRADE: 211	PAY RANGE: \$65,449 - \$96,391	

Summary Objective

The purpose of this position is to advance housing initiatives, community outreach, poverty reduction, economic development, and process improvement by administering the City's Healthy Homes portfolio of grants in accordance with HUD, DHCD, and CDBG guidelines.

This job works under general supervision, independently developing work methods and sequences.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Aids in the administration of the City's Healthy Homes portfolio of grants in accordance with HUD, DHCD, CDBG, and other relevant regulations and standards.
- Identifies and secures funds for program operations.
- Ensures housing education and counseling services are conducted effectively.
- Maintains effective communication with funding sources.
- Participates in internal and external monitoring reviews.
- Prepares monthly programmatic reports as required by the agency and funding sources.
- Assists with grants management and budgeting. Research grant opportunities. Prepares grant narratives.
- Prepares budget drafts.
- Participates in strategic planning and program evaluations.
- Provides advocacy, support, and linkages/referrals to community resources.
- Develops and maintains relationships with community agencies and property owners.
- Attends professional workshops, seminars, conferences to enhance skills and to maintain knowledge of policy changes.
- Attends monthly Housing Operations Team meetings and all other relevant program meetings as scheduled.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Public Administration, Sociology, Psychology or related discipline.
- Five years of social work, housing, affordable housing, property management or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS:

This Class Description does not constitute an employment agreement between the City of Cambridge and an employee and is subject to change by the City as its needs change.



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Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, dancing, stretching, or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or exceptional skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license to be in good standing and acceptable by the City of Cambridge's insurance company.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting.

PROBATIONARY PERIOD:

All City of Cambridge employees are subject to a one (1) year probationary period provision as specified in the employee handbook. Probationary, temporary, provisional, and seasonal employees serve at the pleasure of the City and are "At-Will."

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Cambridge is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

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ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

Employee / Date

Supervisor / Date

Human Resources Department / Date

