Title: Community Design/Affordable Housing Specialist
Classification: Supervisory, Professional & Technical

Department: Cape Cod Commission
Grade: SPT 6

Reports to: Community Design Manager
FLSA Status: Exempt

Effective Date: July 1, 2015
Union Status: Non-represented

Summary
Professional and technical work providing planning, policy recommendations, and technical assistance to support regional and local efforts to meet housing needs, including affordable housing, on Cape Cod in accordance with Commission goals; all other related work, as required.

Essential Functions
The essential functions or duties listed below are intended only as illustrations of the various types 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.

Provides technical assistance and information to towns and the public concerning planning, regulatory and design issues related to affordable and other housing. Promotes a mix of housing types that cater to a broad cross-section of Cape residents and incorporate mixed use and smart growth development principles with access to jobs and services. Encourages and supports efforts to plan for healthy, vibrant communities, housing and community development, while balancing the natural and human built environments.

Works collaboratively to develop innovative regional plans, programs, policies, and research to address critical regional issues and needs around growth, housing, land use and the environment. Participates in multi-disciplinary Regional Economic Strategy Executive Team (RESET) projects across the region providing support and recommendations to municipalities.

Assists with development of the low and moderate housing component of Local Comprehensive Plans (LCPs) and evaluates adequacy of fairness of same; monitors progress of each town in the implementation of the LCP; comments on Comprehensive Permit Applications for affordable housing projects; reviews and comments on Developments of Regional Impact (DRIs); participates in the negotiations of conditions for DRI permits.

Monitors state and federal policies and programs. Researches and issues updates to towns and interested groups on the progress of the region in reaching its affordable housing goals. Advocates for maintenance of, or increased commitment to, state and federal housing programs and funding.

Participates in public forums, workshops and conferences for local, regional, state and national housing interests. Facilitates local and regional discussions regarding affordable and other housing issues affecting the region.

Coordinates related affordable housing work with Barnstable County’s Department of Human Services.

Performs similar or related work as required, or as situation dictates.

Supervision Received and Exercised
Works under the general direction of the Community Design Manager. Employee functions independently, with limited supervision and exercises independent judgment in the daily performance of duties. Employee may provide direction to others in areas of expertise and may exercise supervision over employees’ work on specific projects in a project management capacity.
BARNSTABLE COUNTY JOB DESCRIPTION

Qualifications

Education and Experience
Bachelor’s Degree from an accredited college or university in public administration, urban planning/design or related field; Master’s Degree preferred; minimum of five years of experience in land use planning controls and housing planning; financial analysis/underwriting experience helpful; or an equivalent combination of education and experience.

Knowledge of: land use and environmental issues affecting housing; State and Federal programs relating to housing; construction methods and materials, and understanding of specification writing, cost estimating, and financing housing projects.

Ability to: assess the housing needs of the region; analyze problems, identify solutions and make and implement recommendations; establish and maintain effective working relationships with board and committee members, officials and the general public; exercise considerable tact, persuasiveness and resourcefulness; communicate effectively orally and in writing; understand the County’s political environment and sensitivities; work on and manage multiple projects within the same timeframe; recognize Commission and regional priorities and work cooperatively and collaboratively to support their accomplishment.

Skill: writing, public speaking/presentation, analytical, organizational, interpersonal/collaborative communication, facilitation and negotiating; computer skills that encompass effective use of word processing, spreadsheet, project management, presentation, mail and Internet browser software.

Required Licensing/Certification: A valid Commonwealth of Massachusetts Driver’s License

Job Environment
Most work is performed under typical office conditions with moderate noise; some work is performed outdoors under varying weather conditions; occasionally required to attend evening/weekend meetings. The volume of work is sometimes affected by funding deadlines and other time constraints. Operates a computer and general office equipment; operates an automobile.

Physical Requirements
The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal physical effort required; occasional light physical effort required when conducting field inspections including ascending/descending stairs and maneuvering uneven terrain; may be required to move/transport up to 25 pounds such as boxes and books. Ability to operate a keyboard and standard office equipment at efficient speed. Frequently conveys department information at meetings and with the public. Operates automobile to perform County-wide travel to transact business.

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.

Equal Opportunity/Americans with Disabilities Act Employer

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