



## BARNSTABLE COUNTY JOB DESCRIPTION

<b>Title:</b> Regional Housing Specialist	<b>Classification:</b> Cape Cod Commission
<b>Department:</b> Cape Cod Commission	<b>Grade:</b> 10
<b>Reports to:</b> Chief Planner	<b>FLSA Status:</b> Exempt
<b>Effective Date:</b> April 1, 2022	<b>Union Status:</b> Non-represented

### Summary

Professional and technical work supporting the mission of the Cape Cod Commission by providing assistance on a range of regional and local planning projects including research, analysis, and community outreach to support regional housing needs; 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.*

Works collaboratively as part of a team and leads multi-disciplinary team projects to address critical regional housing issues. Provides technical assistance and information to towns and the public concerning planning, regulatory and design issues related to affordable and other housing.

Provides targeted assistance on affordable and other housing issues. Promotes a mix of housing types for a broad cross-section of Cape residents and incorporates 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.

Collects and analyzes data related to the existing housing stock, housing market, current and future housing demand, and other data, as required.

Assists with development of the Regional Policy Plan and other regional plans, as needed; provides technical assistance and feedback during development of Local Comprehensive Plans; provides comments on Comprehensive Permit Applications for affordable housing projects; reviews and comments on Developments of Regional Impact (DRIs); may participate in the negotiations of conditions for DRI permits.

Participates in public forums, workshops and conferences; makes presentations; facilitates discussions regarding housing and community development issues affecting the region. Develops grant and other funding proposals.

Monitors state and federal policies and programs. Researches and provides updates on the progress of the region in reaching its housing goals. Develops and maintains working relationships with local, regional, state and federal officials. Maintains working environment conducive to positive morale, quality, creativity, and teamwork.

Acts as the Commission's Affordable Housing Specialist.

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

### Supervision Received and Exercised

Works under the general direction of the Chief Planner. 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.

### Qualifications



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### **Education and Experience**

Bachelor's Degree from an accredited college or university in public administration, community development, urban or regional planning/design or related field; Master's Degree preferred; minimum of five years of experience in community development, land use planning controls, housing or economic development planning, housing advocacy and financial analysis/underwriting; or an equivalent combination of education and experience.

Knowledge of: Massachusetts General Laws governing land development and other land use regulations, environmental issues, zoning, finance and capital planning; State and Federal programs relating to housing; the Cape Cod environment, landscape architecture, graphic and architectural design helpful. General knowledge of construction methods and materials, and understanding of specification writing, cost estimating, and financing/contract housing projects helpful.

Ability to: 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 region'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, email and internet browser software; graphic design skills helpful.

Required Licensing/Certification: A valid U.S. 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*