



City of Chelsea HUMAN

RESOURCES DEPARTMENT City Hall, 500
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Housing & Community Preservation Coordinator (Grant Funded)

Pay Class/Grade: USWA 8

Salary Range: \$51,799.37/year - \$64,904.37/year

POSITION SUMMARY

As a function of the City's strategic housing plan, the housing coordinator will assist with various facets of housing and community preservation through planning and coordinating directives related to housing enhancement, preservation, and creation. The purpose of this position is to perform responsible professional and administrative work in support of the City's the Affordable Housing Trust Fund, and the Community Preservation Committee. The Housing Coordinator directly coordinates the implementation of programs under the purview of these boards and assists the Department of Planning and Development with carrying out the City's housing agenda. Position coordinates efforts to responsively meet professional, administrative, and technical needs in an inclusive and collaborative manner. The position is responsible for the effective and timely completion of assigned responsibilities to ensure project completion, quality, and integrity. This position is funded through the Community Preservation Committee and Affordable Housing Trust Fund.

EDUCATION AND EXPERIENCE

BS/BA degree preferred in the area of planning, policy, public administration, or a related field. Two years' experience in responsible position related to municipal government, housing, planning and development, community development, and/or project management.

SKILLS, KNOWLEDGE & ABILITIES

Negotiation, problem resolution, and interpersonal skills demonstrated through similar experience. Very good communications skills. Ability to effectively engage and interact with general citizenry and a diverse range of stakeholders. Working knowledge of city and housing planning principles and practices. Working knowledge of the functions of municipal government, local bylaws, rules and regulations. Knowledge of the roles of the Community Preservation Act and Affordable Housing Trust Fund. Ability to communicate clearly and accurately, including ability to communicate complex information in a simple fashion. Ability to interact with the public in a courteous and tactful manner. Aptitude for an attention to details, organization, and accuracy. Must be ambulatory and have transportation for any site activity requirements. Bilingual (English and Spanish) helpful.

Qualified candidates submit a cover letter and resume to Human Resources, City of Chelsea, 500 Broadway, Chelsea, MA 02150. Email to jobs@chelseama.gov, or fax to: (617) 466-4175. Application forms are available in the Human Resources Department, Room 301.

The City of Chelsea is an Equal Opportunity Employer