



**Job Title:** Full-Time Housing Planner / Development Project Manager  
**Department:** Planning & Community Development  
**Hours:** Monday – Thursday, 8:15am-5:00pm, Friday, 8:15am-12:15pm.  
**Salary:** \$68,000-\$75,000 annual, commensurate with experience. Grant Funded

### **THE CITY OF REVERE:**

The City of Revere is a thriving, fast growing, and vibrant City. Revere has become one of the most desirable cities in the region to both live and work. The City of Revere envisions a municipality that fosters a more welcoming, nurturing, and inclusive government that invests in staff success and development. Due to its distinctiveness, the City of Revere is a wonderful place to work, with great benefits, salaries, incentives, and most importantly, the opportunity to serve its residents and grow professionally in the fascinating world of public service. Creating and sustaining a culture in City Hall to ensure that residents across the city feel the government is more responsive to their needs and concerns, is an entity that they can trust, and are accountable to all is critically necessary.

### **DESCRIPTION:**

Responsible for coordination and project management of the City's housing development projects and housing programs as outlined in the Next Stop Revere Master Plan and associated housing and community development planning documents. Under the direction of the Chief of Planning and Community Development, manage housing programs and development projects through the planning, design, and implementation phases. Evaluate and effectuate City investment towards development of private and non-profit affordable and workforce housing, grant management, program budgeting and project financing, and for the operation and monitoring of CDBG and other grant-funded programs.

### **ESSENTIAL FUNCTIONS:**

The essential functions or duties listed below are intended 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 logically assigned to the position.

- Coordinate the design and implementation of housing improvement, housing stabilization, and affordable housing production and preservation goals outlined in the City's master plan and all associated plans.
- Support overall planning, stakeholder coordination, and needs assessment efforts to inform the City's broad housing agenda, including liaising as needed with the City's Safe Housing Task Force, Inspectional Services, and Short-Term Rentals Office.

- Lead efforts to establish and sustain core housing programs, with a particular emphasis on local first-time homebuyer programs, housing rehabilitation programs, lead abatement and code enforcement programs, and public-private partnerships supporting these programs.
- Monitor, inform, and facilitate efforts to grow and improve the City's existing Subsidized Housing Inventory (SHI) stock, including through preservation of existing and expiring deed-restricted units.
- Work with the Chief of Planning and Community Development and other City officials to track and monitor Revere's housing production and preservation performance and goals, including through the development of a DHCD-certified housing production plan.
- Provide administrative, financial management, and programmatic support to Revere's Affordable Housing Trust Fund, including liaising with its Chair to ensure compliance with all associated budgeting, monitoring, and reporting requirements.
- Serve as a liaison to the Revere Housing Authority, for-profit and non-profit affordable housing developers, and other local and state partners working to improve and expand the stock of deed-restricted affordable housing.
- Develop and maintain a network of public and private sector partners, including state and federal housing agencies, and local housing organizations, financial institutions, and businesses to match client needs with appropriate resources.
- Liaise with agencies serving seniors, veterans, and residents with disabilities to promote and increase availability of programs serving these and other vulnerable Revere residents.
- Liaise with local and state agencies to support City's planning and policy initiatives to address homelessness and transient housing needs.
- Advise the Mayor, Chief of Planning, and other decision-makers about how to improve the health, safety, and affordability of the City's housing stock.
- Prepare internal and public-facing materials on housing programs and initiatives.

#### **QUALIFICATIONS:**

- Bachelor's degree in Public Policy, Urban Planning, Business Administration, or other related field, and four (4) years of experience in private or municipal housing development, housing program management, or public housing administration; and/or Master's degree in Planning, Public Policy, Public Administration or related field with at least two (2) years of professional experience in a related field.
- Must be able to demonstrate excellent oral and written communication and strong interpersonal skills.
- Revere residency preferred, or candidate must be able to demonstrate a sufficient connection to the City to understand its community, cultural, and political context.
- Demonstrated experience writing, securing, and administering federal and state grants.
- Ability to communicate in languages in addition to English beneficial.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge:

- Working knowledge of general urban housing and planning theories, principles, and policies.
- Understanding of municipal, state, and federal housing policy, neighborhood planning and development, and housing markets and economic trends.
- Experience in the administration of housing programs, including financing and strategies to create safe, affordable housing and prevent displacement
- Experience in housing development and program/project management.
- Experience with grant funding, management, and reporting.
- Knowledge of municipal planning, research data and the collection of data in support of the City's housing and community development objectives.
- Working knowledge of federal and state regulations for housing policy and programs.
- Proficiency in use of technology such as laptops, computers, and tablets.
- Knowledge of MS Office products which include Outlook, Word, Excel, and PowerPoint.
- Working knowledge of MUNIS software and Massachusetts procurement law.
- Familiarity with Revere's geography, demographics, and community characteristics.
- Knowledge of operation of standard office equipment, e.g. computers, fax, phone, printer, photocopier, and scanner.

#### Skills:

- Strong problem solving and interpersonal skills.
- Excellent oral and written communication skills.
- Proven staff management and supervisory skills.
- Confident/effective public speaker.
- Demonstrated negotiation and conflict resolution skills.

#### Abilities:

- Ability to meet and deal with the public effectively to accomplish the City's housing goals and objectives.
- Ability to manage a varied portfolio of project/program management responsibilities.
- Ability to effectively engage residents, nonprofit organizations, businesses, and other stakeholders.
- Ability to develop and maintain relationships with other City departments and officials.
- Ability to maintain strict confidentiality.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively and efficiently both verbally and in writing.
- Ability to conduct well planned and executed public presentations.
- Ability to analyze complex problems and articulate solutions and recommendations to City officials, staff, contracted consultants/vendors, and the general public.
- Ability to monitor changing trends, data, legislation, and expectations for housing programs and make changes to local policies, practices, and programs as advisable.
- Ability to take the initiative required to handle problems effectively.
- Ability to maintain, manage, and organize records.
- Bilingual (Spanish) speaking ability helpful.

## **WORK ENVIRONMENT**

Work is performed primarily in office conditions during regular business hours. The employee may be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

## **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

The applications must be submitted via the City's **Online Application Portal**. Please submit a resume, cover letter and salary requirements with your application. If you have any questions, feel free to contact us at: [jobs@revere.org](mailto:jobs@revere.org).