



## TOWN OF BURLINGTON, MA

### *Office of the Select Board and Town Administrator*

*Paul F. Sagarino, Jr., Town Administrator*

*Lyn Mills, Office Manager*

## Notice of Consulting Opportunity Affordable Housing Consultant

### **Definition**

The Town of Burlington seeks an independent contractor to provide support services for housing related programs, projects and all other related work as required. This position performs work as defined by the Town Administrator or his designee and works collaboratively with the Select Board, Housing Partnership Committee, Planning Department, Burlington Housing Authority, and other Town departments as needed.

### **Scope of Services**

- Implement best practices for administering affordable housing activities
- Administer town related housing activities and other supported town assistance programs
- Maintain an inventory of the Town's Subsidized Housing Inventory and monitor compliance with affordability and any other requirements
- Respond to questions and requests for information from other town departments and the public
- Keep current with State and Federal regulations and work with such agencies as needed
- Liaison with town departments to coordinate meetings, projects and programs as well attending related meetings when necessary
- Update and maintain housing related information on the town's website

### **Recommended Minimum Qualifications**

#### **Education:**

Associate degree in government, municipal planning, business, or related field.

#### **Experience:**

Minimum of 3 to 5 years' experience in municipal management, housing, planning, or an equivalent combination which provides the required knowledge to perform the essential duties of the job.

#### **Knowledge, Abilities and Skill:**

**Knowledge.** Comprehensive knowledge of the functions of municipal government, local bylaws, rules, and regulations; Good understanding of affordable housing issues; General understanding of the interaction between local, state, and federal government; General knowledge of Massachusetts General Laws, especially as they apply

to housing and zoning; Good working knowledge of office practices, business software applications, forms, and equipment.

*Ability.* Ability to interact effectively and appropriately with the public and other town personnel; ability to complete multiple tasks in a timely, detailed, and accurate manner. Ability to work independently and to maintain sensitive, confidential information.

*Skill.* Proficient computer skills including spread sheet applications, organizational skills, recordkeeping and clerical skills, oral and written communication, and presentation skills. Strong analytical, problem-solving, and decision-making skills, identify potential problems and recommend solutions.

**Other**

This is a contract position with an hourly rate between \$35 - \$40 commensurate with qualifications and experience. Expected weekly number of hours range from 10 to 19 hours particularly earlier in the contract period, as the Town continues to work (with MAPC) on a comprehensive Housing Needs Assessment and other important administrative duties. The contractor will be required to provide a certificate of insurance for their services, listing the Town as additional insured.

Send letter of interest and resume by April 15, 2022 to:

Whitney Haskell  
Town of Burlington  
29 Center Street  
Burlington, MA 01803

This opportunity will remain available until filled.