



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting resumes for the position of

HOUSING CONSTRUCTION AND HOMELESSNESS PROGRAM SPECIALIST

Salary: \$65,573.00 – This position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

To Apply: Please mail, deliver or email a resume, cover letter and three (3) professional references (name, title, business/company name, and contact information), to the Civil Service Commission Office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to COB.Jobs@bridgeportct.gov.

Resumes must be submitted or postmarked no later than Friday, April 7, 2017.

GENERAL STATEMENT OF DUTIES:

This is a responsible position involving collection of data, research, analysis of housing needs and housing resources, development of data systems to improve the City's capacity to analyze, interpret and respond effectively to housing production opportunities and to develop effective housing production policies. Position responsible for administration of the Housing & Community Development Department's Emergency Shelter Grant and Housing Opportunities for Persons with Aids (HOPWA) Programs.

SPECIFIC FUNCTIONS:

- Initiatives housing market analysis activities to determine current housing needs and problems in City neighborhood housing markets. Housing market analysis will involve data available from City departments and other resources.
- Analyze local, state and federal governmental policies for their effect upon local and regional housing markets and housing programs.
- Conducts research regarding funding resources available for housing production and management, develops proposals for funding and participates in presentations and negotiations with funding sources.
- Conducts research on special housing studies such as multi-family housing, housing cooperatives, public housing, census results of other housing related topics, the results of which will be used in developing City housing policy.
- Recommends policy options and directions designed to utilize available housing resources to strengthen local housing market conditions.
- Administers and monitors all special needs and homeless housing programs including, but not limited to, Emergency Shelter Grant Program and Housing Opportunities for Persons with Aids Program.
- Develops housing related legislative initiatives and responses.
- Reviews and analyzes housing development proposals.

QUALIFICATIONS:

Graduation for an accredited four year college or university with a degree in public administration, urban studies or related field, graduate work in public/business administration, urban studies or related fields.

Three to five years experience with federal, state, or local government activities including planning and administrative housing-related programs particularly homelessness and special needs housing programs.

Equivalent combination of training and experience which provides the following knowledge and skills:

- Demonstrated ability to communicate ideas clearly in writing.
- Familiarity with federal and state program requirements related to energy conservation, green building, historic preservation and other requirements for housing rehabilitation.
- Experience in administering a housing rehabilitation program.
- Ability to undertake research, collect and analyze data and prepare written reports and position papers on housing issues.
- Experience in program development and preparation of grant applications.
- Experience in administering and monitoring federal and state homeless and special needs housing programs.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103