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| Missoula County Logo | **MISSOULA COUNTY****invites applications for the position of:****Housing Specialist** |

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| **SALARY:** | $27.64 - $31.27 Hourly |
| **DEPARTMENT:** | Community & Planning Services |
| **DIVISION:** | Grants & Community Programs |
| **OPENING DATE:** | 01/05/22 |
| **CLOSING DATE:** | 01/26/22 05:00 PM |
| **BARGAINING UNIT:** | MFPE-Federation of Missoula County Employees |
| **WORK SITE:** | Missoula County |
| **SCHEDULING/HOURS OF WORK:** | Full time |
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| **TO APPLY:*** **Please complete all sections of the online application, even if a resume is requested.**
* **Please include with your completed application the following attachments: College transcripts (unofficial accepted), a letter of interest, and a resume.**
* **Incomplete applications will be disqualified.**
* **Complete job description available upon request to the Department of Human Resources.**

**DEFINITION:** Performs work for Community and Planning Services (CAPS) to define, develop, and implement a housing program and policies that increase housing options affordable to all Missoula County residents, but especially for working families and vulnerable populations.   |
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| **REPRESENTATIVE EXAMPLES OF WORK:** Provides countywide leadership and serves as subject matter expert on housing policy and housing affordability issues. Represents Missoula County and leads and participates in public forums and planning groups to examine issues, develop programs, and coordinate services. Manages the development and implementation of housing affordability initiatives, policies, and strategies for Missoula County. Responds to identified needs, proposes public policy, develops new programs, and enhances coordination of existing services and funding related to housing. Monitors implementation and evaluates home affordability initiatives, and reports on progress. Facilitates interdisciplinary and interagency collaborative efforts. Develops and maintains partnerships with the development and real estate community, key City and County staff, nongovernmental organizations, and state and federal agencies to coordinate County and community efforts to address housing affordability. Coordinates county’s housing program with homelessness initiatives. Oversees research related to housing needs such as assessments of existing housing stock, projection of housing needed at various price points to accommodate projected growth, and identification of key areas for potential housing development. Conducts research, evaluates established public policy, and reports information regarding housing and home affordability to stakeholders. Identifies new policy, regulatory, and financial tools to help address affordable housing needs for the county. Advises on updates to land use planning, development regulations, and infrastructure planning and development that support development of a wide range of housing options. Develops and implements public education and engagement activities including workshops, public presentations and meetings, and newsletter articles. Oversees consultant contracts, prepares requests for proposals and bid documents, conducts bid openings, prepares recommendations for bid awards. Directs research to identify relevant grant opportunities. Oversees review, preparation and implementation of grant application and grant awards related to affordable housing. |
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| **MINIMUM QUALIFICATIONS:** Requires a bachelor's degree. Degrees best suited for this position include public administration, planning, urban studies, or a closely related field. Master’s degree desired. Requires five years of experience with program development and management, and affordable housing issues. Experience with community planning efforts, public policy, grant acquisition and administration are desired. |
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| **PHYSICAL/ENVIRONMENTAL DEMANDS:** The work is primarily performed in an office setting.  Requires occasional light lifting (up to 20 lbs). Requires occasional travel to rural locations and walking over rough, uneven terrain.  Requires occasional out-of-town travel to attend meetings, conferences, and workshops before and after normal work hours. |

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| **APPLICATIONS MAY BE FILED ONLINE AT:https://www.governmentjobs.com/careers/missoulacounty/**200 W BroadwayMissoula, MT 59802406-258-4874gbrown@missoulacounty.us | Position #2022-00006HOUSING SPECIALIST |