



City of Georgetown

The City of Georgetown is currently accepting applications for a Director of Affordable Housing and Homelessness Prevention. The application period closes at 4:00pm EST on July 15, 2022.

Director of Affordable Housing and Homelessness Prevention

EQUAL OPPORTUNITY EMPLOYER

DRUG FREE WORKPLACE

Applicants have rights under Federal Employment Laws. See links below.

[Family Medical Leave Act](#)

[Equal Employment Opportunity](#)

[Equal Employment Opportunity Supplement](#)

[Employee Polygraph Protection Act](#)

Characteristics of Position: Under general executive direction, organizing, directing, coordinating and evaluating all affordable housing/homelessness prevention related activities and programs for Georgetown/Scott County.

General Duties and Responsibilities:

Essential:

- Determines, coordinates and implements long-term planning for permanent housing, transitional housing and emergency shelter needs throughout Georgetown/Scott County.
- Develops policies, practices and procedures to ensure program efficiency and compliance with federal, state and local laws and regulations. Prepares grant proposals and applications.
- Manages and administers grant funding awarded to Georgetown/Scott County (direct funding and/or pass-through funding) in relation to affordable housing infrastructure and resources for addressing homelessness.
- Engages community partners in strategic planning processes to address current and future needs.
- Addresses governmental officials, non-profit partners, businesses and community groups regarding government regulations, city/county practices and available resources in an effort to strengthen the community's affordable housing landscape, mitigate the impacts of homelessness, proactively prevent homelessness, etc.
- Researches, develops and recommends local legislation necessary to implement strategic planning goals.
- Recruits innovative programming and community partners.
- Researches current data relative to affordable housing and homelessness on the state and local levels and tracks metrics to show changes in trends, community impact over time, etc.
- Reports relevant metrics to the Georgetown City Council and Scott County Fiscal Court.

Minimum Qualifications/Requirements :

Training and/or Experience: Bachelors degree in public administration, community development, social sciences or a related field; a minimum of four (4) years of experience; or an equivalent combination of education, training, and experience.

Special Knowledge, Skills and Abilities:

Knowledge: Extensive knowledge of theories, practices, methods, techniques, principles and practices of affordable housing initiatives and homelessness prevention. Extensive knowledge of applicable federal, state and local laws and ordinances. Extensive knowledge of public administration principles and practices. Demonstrated familiarity with housing-related federal and state level grant programming. Knowledge of municipal organizations. Knowledge of computer hardware and related software programs.

Skills: Skill and demonstrated experience in seeking out housing-related federal and state level programs and program funding. Excellent communication, negotiation and organizational skills. High level data tracking, manipulation and presentation skills. Skill in the use of computer and other standard office equipment.

Abilities: Implementing policy and procedure, while also developing a strong metric tracking system. Ability to establish and maintain effective working relationships with City officials, employees and the general public. Performs all assigned duties with tact, objectivity and compassion.

Special Licensing Requirements: Valid Kentucky drivers license.