



## *Please Post*

To: All Interested Individuals  
From: Mi Robertson, Director of Human Resources  
Re: **Job Opportunity – Planning Administrator**  
Date: May 16, 2013

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### **Planning Administrator**

The Cambridge Housing Authority seeks qualified applicants for the above position. Reporting to the Director of Planning and Development or his/her designee, the incumbent will be responsible for various planning tasks associated with modernization, new development and redevelopment of public/affordable housing in Cambridge. Responsibilities shall include, but are not limited to, management of capital improvement projects, oversight of consulting architects and engineers, as well as other consultants. This individual will also review potential new development sites, coordinate acquisition activities, and provide review and guidance for financial and design aspects of new unit production activities.

The successful applicant will possess a relevant degree, coupled with demonstrable project management experience. Masters degree in planning, public administration or architecture preferred. This professional must also possess skills which enable him/her to create and maintain effective working relationships with peers, residents, consultants and funding agencies. Strong organizational and communication skills are necessary. Experience with mixed finance of affordable housing would be considered a plus. (See Position Description)

The Agency offers a competitive benefits program including health insurance through the Group Insurance Commission, FSA's, Blue Cross Blue Shield dental insurance, the State Retirement System, additional voluntary benefits, and T-Pass Subsidy.

Pay Grade 12-Salary: **\$ 60,319.01 /yr**

Deadline for application: **May 30, 2013**

Please send cover letter and resume to: **Cambridge Housing Authority  
675 Massachusetts Avenue  
Cambridge, MA 02139  
Attn: Human Resources Department**

Electronic submissions may be made to: **jobs@cambridge-housing.org**

Please reference position title in subject line

It is the policy of the Cambridge Housing Authority to give preference in employment to Section 3- eligible individuals. **The Cambridge Housing Authority is an equal opportunity affirmative action employer.** Minorities, handicapped and others are encouraged to apply.

TDD 1-800-545-1833, x 112 (Telecommunications devices for the deaf)