



City of Winooski

Vermont's Opportunity City

27 West Allen Street
Winooski, Vermont 05404
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winooski.vt.gov

City of Winooski Job Description

Human Resources Department

Position Title - Housing Initiative Director

Purpose: The Housing Initiative Director (HID) is responsible for researching, developing, and helping implement initiatives in line with Winooski's Strategic Vision and Master Plan as it relates to housing: to ensure a mix of quality housing that maintains and enhances Winooski's unique sense of place and supports the needs of the entire community. In support of this, the HID will develop and maintain relationships with stakeholders, staff the Housing Commission, develop quantitative and qualitative data reports, and apply for and manage grants. The position will also manage the Housing Trust Fund, keep current with local, county, state, and federal housing policy issues, and supervise the work of technical contractors as needed. The position will not serve as the primary point of contact for the community on current housing complaints; this will remain with the Building Inspection team; provide direct services to tenants and landlords beyond, if appropriate, connecting them to other existing resources; nor serve as a conference coordinator.

Funding Source: General Fund 25%, Community Development 75%