



**BOZEMAN, MONTANA**  
**AFFORDABLE HOUSING PROGRAM MANAGER**  
**PROFESSIONAL ANNOUNCEMENT**

Bozeman (45,000) located in southwestern Montana is seeking candidates for the position of Affordable Housing Program Manager.

Bozeman (18+ square miles) and Gallatin County make up the fastest growing community in Montana with the expectation that the area population will grow to about 60,000 by 2034. Bozeman is home to Montana State University with a growing enrollment of nearly 17,000 students. The City operates with 11 administrative departments. The most recent budget of the City allocates 429 employees, of which 31 are assigned to the Community Development Department. As a designated department of the City, the Department of Community Development is responsible for the Affordable Housing Program, with the Affordable Housing Program Manager reporting to the Director of Community Development.

The position of Affordable Housing Program Manager is responsible for the administration, coordination, research, and implementation of policies and programs related to affordable housing in the City of Bozeman. This includes, but is not limited to, budgeting and reporting, resource management, public education and engagement, and preparing and implementing related grant applications. This position requires a self motivated manager who will have a high level of interaction and collaboration with a variety of groups and individuals including, Planning and Community Development personnel, other City departments, Municipal, State and Federal officials, business and community organizations, and the general public. As the only city in the state of Montana with an Affordable Housing Program, this position affords the Affordable Housing Program Manager the opportunity to develop and lead a distinguishing municipal program.

The next Affordable Housing Program Manager will have the following qualifications and experience:

- Ability to establish and maintain effective working relationships within the public and private sectors; commissions, City officials, community organizations, citizens and the media.
- Familiarity with various disciplines (e.g., Planning, Development, Building, Economic Development) to effectively communicate with other City departments and local agencies.
- Ability to make public presentations on complex issues and represent the organization in a professional capacity.
- Customer service skills to communicate expectations, resolve conflicts, and build trust.
- Ability to Develop and maintain a program budget, consult with staff and assist in resource planning and development of annual budgets.
- Proficiency with Microsoft Office Suite, specifically Word, PowerPoint, Excel and Outlook.
- Bachelor's Degree in Planning, Public Administration, or a closely related field; and considerable (3-5 years) experience in affordable housing programs, planning, public policy, economic development; or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

For additional information regarding the position, the community, the affordable housing program and related documents may be found at [www.bozeman.net/government/community-development/affordable-housing](http://www.bozeman.net/government/community-development/affordable-housing) and [www.bozeman.net/home](http://www.bozeman.net/home) - Visitors Tab

The starting annual salary range is \$54,655 - \$64,300, dependent on experience and qualifications. The position of Affordable Housing Program Manager is an Exempt position and included in the Montana Public Employees Association (MPEA). Candidates should apply online with a resume, cover letter and contact information for five (5) professional references. Document submission deadline is January 25, 2019. Electronic submissions are required. Apply at [www.GovHRjobs.com](http://www.GovHRjobs.com). For Questions Contact: GovHR USA, Paul M. Harlow.

*The City of Bozeman is an Equal Opportunity Employer.*