

## **ASSISTANT DIRECT FOR ARPA IMPLEMENTATION AND STRATEGIC INITIATIVES**

### **Overview:**

**This is a grant funded position, funded through the American Rescue Plan Act (ARPA) expected to last through December 31, 2026 or when funds are depleted. The position may be extended based on operational need if alternative funding is identified.**

The mission of the Mayor's Office of Housing (MOH) is to make Boston a more equitable and inclusive city where all residents can thrive. MOH oversees programs that create and preserve affordable housing, support homeowners and renters, provide housing and services to homeless individuals and families, and develop city-owned property. The Mayor's Office of Housing seeks to carry out its mission through a lens of promoting diversity, equity and inclusion and addressing the effects of systemic racism in our city.

### **Brief Job Description:**

Under the direction of the Director of Operations or designee, the Assistant Director for ARPA Implementation & Strategic Initiatives is responsible for managing the spending and implementation of the \$206 Million in City of Boston American Rescue Plan Act (ARPA) funds that have been allocated to housing initiatives. This position will oversee the ARPA related work streams, including homeownership development and home buying support, green energy retrofits, permanent supportive housing, acquisitions, and development of housing on city-owned land. This position will also work on other strategic initiatives as needed.

### **Responsibilities:**

- Oversees spending of the City of Boston's ARPA funds allocated to the Mayor's Office of Housing.
- Ensures ARPA funding deadlines are met and key project milestones are completed on time and within budget.
- Convenes staff and coordinate ARPA related initiatives across divisions and departments within the City of Boston.
- Ensures ARPA funded projects are undertaken in a manner consistent with the City's and MOH's diversity, equity and inclusion goals.
- Ensures ARPA-funded activities are eligible and compliant with all applicable City, state and federal policies, rules and regulations.
- Tracks project milestones, organize and chair ARPA project management meetings, produce reports on project and spending progress.
- Advises and supports ARPA project leaders on processes, reporting, and systems necessary to reach the project goals.
- Develops and implements performance management strategies, including the identification and definition of key performance measures, and the creation of measurement tools and reports.
- Work on various Mayor's Office of Housing strategic initiatives as needed.
- Perform related work as required.

## Minimum Entrance Qualifications:

- Four (4) years of full time, or equivalent part-time, experience in housing, real estate development, program management or project management. Appropriate educational substitutions may be made.
- Bachelor degree in a related field.
- Proven track record of successfully managing complex initiatives with multiple work streams.
- Experience with developing and implementing performance management tools.
- Excellent organizational, writing, negotiation, speaking, supervisory and interpersonal skills.
- Working knowledge or Experience with Microsoft Office and Google Suite.
- Ability to exercise good judgment and focus on detail.

## Boston Residency Required.

Terms: Union/Salary Plan/Grade: Non-Union/NU-26

Hours Per Week: 35

Please refer to the Salary Information section on the Boston Career Center site for more information on compensation. For each Salary Plan, salaries are listed by Grade and Step.

The City of Boston is proud to be an Equal Opportunity Employer. We are committed to creating a diverse and inclusive environment. Therefore, qualified applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical or mental disability, genetic information, marital status, sexual orientation, gender identity, gender expression, military and veteran status, or other protected category.

The City of Boston has played a role in causing and perpetuating the inequities in our society. To break down these barriers, we are embedding equity and inclusion into everything we do.

We define **equity** as **ensuring every community has the resources it needs** to thrive in Boston. This requires the active process of meeting individuals where they are. **Inclusion** is **engaging every resident** to build a more welcoming and supportive city. We are building a **city for everyone**, where diversity makes us a more empowered collective.

<https://city-boston.icims.com/jobs/22774/assistant-director-for-arpa-implementation-and-strategic-initiatives/job>