

## **Supervising Project Manager - (220009C3)**

### **DHCD is seeking a Supervising Project Manager for the Division of Public Housing!**

#### **AGENCY MISSION:**

DHCD is within the Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents.

DHCD's mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent, affordable housing opportunities, economic vitality of communities and sound municipal management.

#### **OVERVIEW OF ROLE (NOT ALL INCLUSIVE):**

Provides management and technical assistance to local housing authorities (LHAs) to help them to effectively utilize their authorization and annual cap to make capital improvements to their properties, including guidance on Department of Housing and Community Development (DHCD) process and policies, regulation and Mass. law and guidance on Capital Improvement Plans (CIMS) and Capital Planning Systems (CPS) web-based applications. Works with LHAs, DHCD staff and consultants as necessary to keep projects on schedule to achieve assigned share of DHCD's annual cap. Maintains accuracy in CapHub and other IT systems.

Develops subject matter expertise and serves as a resource to other Project Managers, Housing Management Specialists and LHA staff, as a special assignment, if requested. Makes presentations in area of expertise.

Supervises three project managers. Assists Unit Director with special projects and in Unit management.

#### **SAMPLE OF DUTIES (NOT ALL INCLUSIVE):**

1. Provides guidance and technical assistance to LHAs through written and oral communication, on-site or virtual meetings and conferences to assure that plans and projects conform to law, agency policies and procedures. (For projects independently managed by LHAs, procurement review is limited to confirming that the LHA has submitted required documentation - Certificate of Compliance – prior to making payments).
2. Works with LHAs to assist and encourage them to submit Capital Improvement Plans (CIPs) through DHCD's web-based application (CIMS), and updates DHCD's Project Management software (CapHub) to reflect LHA changes.
3. Reviews CIPs and CIP revisions, assists assigned review team to complete review or achieve consensus on required changes by providing information about the LHA or its projects, recommends approval of CIP (or approves CIP where management review is not required).
4. After CIP approval, works with DHCD technical staff and LHAs to package projects for implementation, assigns projects in CapHub and prepares CIP approval letters.
5. With technical staff, assists LHAs to make trade-offs when project budgets deviate from approved CIP budgets.
6. Assists LHAs to determine the amounts of formula funding allocated and amounts available for future projects and budget increases.

#### **PREFERRED QUALIFICATIONS:**

1. Knowledge of the principles, practices and techniques of project management.
2. A minimum of one year of experience in a supervisory capacity is preferred.
3. At least advanced proficiency using Microsoft Excel. At least intermediate proficiency using Word, PowerPoint, Access, and Outlook.
4. Excellent interpersonal skills.
5. Ability to effectively manage teams and staff and act as a leader and example to others.
6. Excellent writing skills.
7. Excellent time management skills with the ability to prioritize work.

8. Detail oriented.

**COMMENTS:**

**Please upload resume and cover letter.**

This position would be expected to follow a hybrid model of reporting to work that combines in-office workdays and work from home days, as needed.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines. In the case of a promotional opportunity, the salary provisions of the applicable collective bargaining agreement will apply to placement within the appropriate salary range.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

**QUALIFICATIONS**

**First consideration will be given to those applicants that apply within the first 14 days.**

Minimum Entrance Requirements:

Applicants must have at least (A) five years of full-time or equivalent part-time, professional experience in the government program management, administration and/or development of real estate, property and/or public housing.

Substitutions:

I. An Associate's degree with a major in real estate, public administration, business administration or business management may be substituted for a maximum of one (1) year of the required experience.\*

II. A Bachelor's degree with a major in real estate, public administration or business management may be substituted for a maximum of two (2) years of the required experience.

III. A Master's degree or higher with a major in public administration, business administration or business management may be substituted for a maximum of three (3) years of the required experience.

\* Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Special Requirements: Based on assignment, possession of a current and valid Massachusetts Motor Vehicle Operator's License may be required.

**Official Title:** Housing Program Specialist IV

**Functional Title:** Supervising Project Manager

**Primary Location:** United States-Massachusetts-Boston-100 Cambridge Street

**Job:** Community and Social Services

**Agency:** Department of Housing & Community Development

**Schedule:** Full-time

**Shift:** Day

**Job Posting:** Aug 10, 2022, 4:19:39 PM

**Number of Openings:** 1

**Salary:** \$74,658.74 - \$107,692.78 Yearly

**Bargaining Unit:** 06-NAGE - Professional Admin.

**Confidential:** No

**If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjie Lalli - 6175731254**

### **Comprehensive Benefits**

When you embark on a career with the Commonwealth, you are offered an outstanding suite of employee benefits that add to the overall value of your compensation package. We take pride in providing a work experience that supports you, your loved ones, and your future.

Want the specifics? [Explore our Employee Benefits and Rewards!](https://www.mass.gov/commonwealth-employee-benefits-and-rewards) at <https://www.mass.gov/commonwealth-employee-benefits-and-rewards>

**Executive Order #595:** As a condition of employment, successful applicants will be required to have received COVID-19 vaccination or an approved exemption as of their start date. Details relating to demonstrating compliance with this requirement will be provided to applicants selected for employment. Applicants who receive an offer of employment who can provide documentation that the vaccine is medically contraindicated or who object to vaccination due to a sincerely held religious belief may make a request for exemption.

**An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.**

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.

### **HOW TO APPLY:**

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=220009C3>