

Director of Capital Planning - (240001ES)

Executive Office of Housing and Livable Communities (EOHLC) is seeking a Director of Capital Planning/Program Manager V in the Division of Public Housing!

AGENCY MISSION:

The Executive Office of Housing and Livable Communities (EOHLC) is charged with creating more homes in Massachusetts and lowering housing costs for residents.

Formerly known as the Department of Housing and Community Development (DHCD), EOHLC works with municipalities, local housing authorities, non-profit organizations, and development partners to provide affordable housing options, financial assistance, and other support to Massachusetts communities.

OVERVIEW OF ROLE:

The Director of Capital Planning oversees, guides, and implements capital planning processes and capital planning initiatives at the 230 Local Housing Authorities (LHAs) in the Commonwealth, which serve approximately 75,000 residents in 43,500 state-aided public housing units.

EOHLC oversees and implements medium and large capital improvement projects at state-aided public housing units through an in-house staff team with expertise in architecture, engineering, project management and construction. This position works in tandem with that team to plan and implement projects, as well as to improve processes for development and management of these projects.

The Director of Capital Planning oversees and manages the Regional Capital Assistance Team (RCAT) program which serves a project management and capital planning role for ~180 smaller LHAs. The director serves as a point of contact for RCAT directors with EOHLC, implements EOHLC policy with regard to RCATs, recommends policy changes to Bureau Director, and works with RCATs and EOHLC staff to provide technical assistance for special projects such as procurement reform.

The Director of Capital Planning works alongside Division senior staff in creating and implementing policy related to capital programs, physical building conditions and EOHLC business processes and supporting systems. This may include but is not limited to, recommending capital funding programs, recommending changes to LHA capital planning processes, and recommending and implementing changes to the facility condition assessment process. Unlike other Bureau of Housing Development and Construction (BHDC) staff, the Capital Planner does not have portfolio of specific LHAs or modernization projects but plays a support and policy role for the entire Bureau.

This position also serves as a cross bureau collaborator in order to advise on facilities and operational management as it intersects with capital projects and planning.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

1) Policy:

- Creates and implements capital planning policy and procedure that is carried out at the LHAs.
- Assists the Director of Project Management and Director of the Bureau of Housing Development with policy development, including providing analysis of capital planning timelines and needs from EOHLC's capital project management system (CapHub) and capital inventory system (CPS).

2) Management:

- Oversees and manages the RCAT program, including the implementation of EOHLC policy and expansion of the program through new initiatives, regional procurements and services.
- Manages the survey, creation and implementation of targeted awards for chosen expired components at local housing authorities on a state-wide scale, in coordination with the Director of Project Management, Assistant Director of Architects, Engineering and Sustainability, Construction Management Supervisor and the Director of the Bureau of Housing Development and Construction.

- Manages the creation, procurement and oversight of technical assistance hubs for scoping and completing limited vacant unit renovations.
- Manages and implements the Facilities Condition Assessment, a comprehensive physical needs assessment of all state-aided public housing facilities. Processes, analyzes and updates data received through this assessment.

3) Budgeting:

- Assists the Director of Project Management and the Director of the Bureau of Housing Development and Construction with overall annual budget forecasting and programming.

4) Data Analysis:

- Utilizes data by querying capital systems in order to highlight, document and analyze trends. Makes recommendations to policy, program or funding based on analysis of data.

5) Collaboration:

- Engages across Division Bureaus in order to implement facilities management policy that maximizes component life at LHAs and informs future special capital funding programs or initiatives.

6) Training:

- Creates materials in order to train and support housing authorities with capital planning priorities and initiatives. On occasion, provides training on capital planning topics for housing authority staff.

PREFERRED QUALIFICATIONS:

1. Experience with residential, multi-family capital planning
2. Experience with implementing capital improvement projects at residential multi-family properties
3. Experience with Massachusetts public procurement laws and regulations
4. Data collection and analysis skills, i.e. demonstrated working knowledge of Excel

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.

PRE-OFFER PROCESS:

A background check will be completed on the recommended candidate as required by the regulations set forth by the Human Resources Division prior to the candidate being hired.

QUALIFICATIONS:

MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) five (5) years of full-time or, equivalent part-time, professional, professional internship, administrative, supervisory, or managerial experience in business administration, business management, public administration, public management, clinical administration or clinical management or (B) any equivalent combination of the required experience and substitutions below.

Substitutions:

- I. A certificate in a relevant or related field may be substituted for one (1) year of the required experience.
- II. A Bachelor's degree in a related field may be substituted for two (2) years of the required experience.
- III. A Graduate degree in a related field may be substituted for three (3) years of the required experience.
- IV. A Doctorate degree in a related field may be substituted for four (4) years of the required experience.

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>

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.

Official Title: Program Manager V

Functional Title: Director of Capital Planning

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

Job: Administrative Services

Agency: Exec Office of Housing and Livable Communities

Schedule: Full-time

Shift: Day

Job Posting: Feb 2, 2024, 12:47:11 PM

Number of Openings: 1

Salary: \$78,679.58 - \$123,302.40 Yearly

Bargaining Unit: M99-Managers (EXE)

Confidential: No

Potentially Eligible for a Hybrid Work Schedule: Yes

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Jessica Molina - 8572480160

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=240001ES>