

**The Department of Housing and Community Development (DHCD) is seeking a Director of the Project Management Team in the Division of Public Housing!**

**Official Title:** Program Manager VI

**Functional Title:** Director of Project Management

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

**Job:** Administrative Services

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

**Schedule:** Full-time

**Shift:** Day

**Job Posting:** Oct 4, 2022, 3:37:28 PM

**Number of Openings:** 1

**Salary:** \$41,017.08 - \$104,165.59 Yearly

**Bargaining Unit:** M99-Managers (EXE)

**Confidential:** No

**Hybrid Work Eligible:** Yes

**AGENCY MISSION:**

The Department of Housing and Community Development (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):**

The Director of the Project Management Unit (the Director) is senior level manager within the Department of Housing and Community Development (DHCD), Division of Public Housing, Bureau of Housing Development and Construction (BHDC). The Director manages and is responsible for the work of the Project Management Unit (PMU), serves as the primary DHCD contact and manager for the Regional Capital Assistant Team (RCAT) Program, and through this role is also responsible, with the Director of BHDC, for the fiscal management of the capital spending program.

Annually, the Division of Public Housing disburses \$109.5 M in capital project bond funds, funding up to 1,500 projects at some stage of the pipeline at ~234 Local Housing Authorities (LHAs). This funding program supports the state of good repair of approximately 45,000 public housing family, elderly, and special needs units with a tenant population of approximately 80,000 people.

The Director supervises the PMU, which includes 2 supervisors and 6 project managers (PMs).

**DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):**

**1) PMU Management:**

- Oversees the work of PMU, through PM supervisors, for quality, and progress against spending and project completion benchmarks.
- Creates and oversees rules, guidelines, and trainings to ensure that PMs' work with LHAs to assure that each project stays within its scope, schedule and budget or follows approved schedule and budget modification protocols, including decision to reprioritize projects.
- Provides quality control (spot-check) for PM decision making on project scope/budget changes, and reviews and approves or makes recommendations on project scope/budget changes that require escalation to PM director or bureau director level.
- Overall responsibility for accuracy of database updates by PMs.
- Reviews PMU performance in approving LHA CIPs. Recommends and implements business changes to maximize staff capacity and ensure substantive review of projects.

## **2) Capital Management:**

- Actively reviews spending forecasts, funding awards, and project timelines.
- Supports Bureau Director in setting overall guidelines for capital spending by LHAs in order to advance projects while staying within funding limits.
- Supports Bureau Director in updating spending forecasts and makes recommendations on availability of funds to allocate to new projects.
- Sets guidelines for budget changes that can be approved for PMs, while approving larger budget changes subject to cap availability and providing recommendations on the most significant capital spending decisions to Bureau Director.
- Implements measures to spend according to state 5-year capital plan, including identifying priority projects and advancing or slowing pace of spending as necessary.
- Approves or modifies submitted CIPs that violate the guidelines within which a PM can approve them. Works with Bureau Director to set overall parameters for capital planning.

## **3) RCAT Program Management:**

- Assists LHA and RCATs in using Bureau Programs to access resources and create and implement capital projects quickly and efficiently.
- Interfaces with RCATs on program guidelines and project management issues, while recommending and implementing program improvements.
- Provides overall oversight for managing RCAT and RCAT performance.
- Primary point of contact with RCAT's for any questions regarding technical assistance or their interactions with DHCD policies and staff.
- Works with RCAT to implement broader policy objectives, including shared services and procurement reform.

## **4) Internal Coordination with BHDC Units:**

- Works with Construction Management Unit (CMU), Architecture/Engineers/Sustainability Unit (AESU), Fiscal Team, and Bureau Director to address problems and policy issues that affect ability of PMU to keep projects on schedule, on scope, and on-budget, the ability of the Bureau to utilize cap, and the ability of LHAs to meet spending benchmarks.
- Recommends and oversees business process change and attendant report development and workflow planning.
- Participates in development and implementation of systems supporting workflow, including rollout and continuous improvement of the CapHub project management system, an IT system.

## **5) Policy Development:**

- Provides expert advice to Director of BHDC and Director of Public Housing and assists in developing and implementing new award programs, award rounds, regulations, guidelines, and division business processes.

## **PREFERRED QUALIFICATIONS:**

1. Expertise in the areas of asset management and capital planning.
2. Knowledge of the process and procedure for modernizing existing public units, including budgeting, planning, and design
3. Skill in complex problem analysis and proactive problem resolution.
4. Ability to relate to and be sensitive to the special needs of owners, managers and tenants of all forms of public housing.
5. Broad understanding of the technical and legal aspects of development, design and construction.
6. An undergraduate degree in planning, architecture, engineering, real estate development, business or public administration or a closely related field is preferred. A Master's Degree in one of the above noted areas is also desirable

## **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:**

#### **MINIMUM ENTRANCE REQUIREMENTS:**

Applicants must have at least (A) five (5) years of full-time or, equivalent part-time, professional, administrative, supervisory, or managerial experience in business administration, business management, public administration, public management, clinical administration or clinical management of which (B) at least one (1) year must have been in a project management, supervisory or managerial capacity or (C) 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 (A) experience.
- II. A Bachelor's degree in a related field may be substituted for two (2) years of the required (A) experience.
- III. A Graduate degree in a related field may be substituted for three (3) years of the required (A) experience.
- IV. A Doctorate degree in a related field may be substituted for four (4) years of the required (A) 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>

**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.**

**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**

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=22000BIM>