

Office Manager, Legal Division - (210001PV)

Official Title: Administrator IV

Functional Title: Office Manager, Legal Division

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

Job: Legal Services

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Feb 18, 2021, 4:58:18 PM

Number of Openings: 1

Salary: \$35,247.68 - \$66,000.00 Yearly

Bargaining Unit: M99-Managers (EXE)

Confidential: No

The Office Manager reports to the Chief Counsel in the Department of Housing and Community Development's Legal Division which is comprised of a staff of 25. The Office Manager provides support to the Chief Counsel's office by tracking and evaluating operational aspects of the Office of the Chief Counsel (OCC); acting as office manager; undertaking research, analysis and/or drafting correspondence in connection with issues and initiatives assigned to the OCC; and following up, directly or in collaboration with other OCC or agency personnel, on matters related to inquiries from elected officials, agency staff and/or other constituencies. The Office Manager is responsible for supervising the gathering, compiling, analyzing and reporting of data related to affordable housing programs. The Office Manager is also responsible for coordinating legal tasks related to special projects and programs such as the Eviction Division Initiative (EDI), coordinating across divisions and with Executive Office of Housing and Economic Development (EOHED) regarding legislative and budget issues, and assisting with scheduling.

Major Responsibility Areas include:

1. Oversee operational aspects of the Office of the Chief Counsel including handling confidential communications, tracking and monitoring Chief Counsel initiatives, assisting with legislative and budgetary issues, providing support and assistance with promulgating regulations, coordinating schedules, appointments and bookings, providing updates to Chief Counsel on the status of initiatives, and acting as office manager.
2. Gather, analyze and report data related to affordable housing programs.
3. Conduct research and analysis of regulatory and legislative policy topics to inform important decisions within the Office and agency.

4. Prepare drafts of letters, memoranda, briefings and other documents on behalf of the Chief Counsel, as well as review drafts prepared by other Office personnel. Liaise with other divisions/agencies/groups and coordinate related administrative and other tasks.

5. Respond to sensitive phone calls and provide rapid response to unanticipated events, issues or inquiries.

PREFERRED QUALIFICATIONS:

1. Strong academic credentials.
2. Excellent oral and written communication skills.
3. Experience that evidences excellent analytical skills and pro-active problem solving skills.
4. Excellent interpersonal skills both over the phone and in person.
5. Strong computer knowledge and skills including, at a minimum, Microsoft Word, Excel, Access and Power Point.
6. Experience that evidences ability to independently determine specific tasks needed to accomplish an assignment; to prioritize work; to complete assignments in a timely and satisfactory manner; and to carry out multiple assignments simultaneously.
7. Ability to maintain accurate and thorough records and files.
8. Ability to exercise discretion in handling confidential material.
9. Experience that evidences willingness to exercise initiative and to respond rapidly and responsibly to unanticipated events, issues and/or inquiries.
10. Three years of relevant and progressively responsible experience in a professional office setting, is preferred.
11. Experience importing, exporting, organizing and manipulating data, including analyzing data sets, and running query reports.

MISSION STATEMENT:

Department of Housing and Community Development (DHCD) is within 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.

COMMENTS:

Please upload resume and cover letter.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines.

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) four (4) 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. An Associate's degree in a related field may be substituted for one (1) year of the required experience.

III. A Bachelor's degree in a related field may be substituted for two (2) years of the required experience.

IV. A Graduate degree in a related field may be substituted for three (3) years of the required experience.

V. A Doctorate degree in a related field may be substituted for the required experience.

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: Marjorie Lalli - 6175731254

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=210001PV>