

**Senior Program Representative - (2100030Z)**

**Official Title:** Program Coordinator III

**Functional Title:** Senior Program Representative

**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:** Mar 31, 2021, 11:04:10 AM

**Number of Openings:** 1

**Salary:** \$63,780.86 - \$92,381.90 Yearly

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

**Confidential:** No

The Senior Program Representative serves as Community Development Block Grant (CDBG) program representative to assigned communities providing general support and technical assistance to communities and serving as a liaison to state government for assistance a community might require. The incumbent provides oversight of additional Community Development Unit (CDU) programs as determined by CDU Manager.

The Senior Program Representative assists program manager with special projects and additional duties including, but not limited to: role in application review process, programmatic planning, policy documentation and consistency review of programmatic decisions and policies, development and oversight of affordable housing processes in the Community Development Unit.

**DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):**

1. Manage assigned CDBG and additional program grantee contracts and activities including ongoing desktop and field monitoring. Ensure compliance with federal and state CDBG requirements and policies. Provide technical assistance and training on program eligibility, funding, operations and implementation. Maintain web-based program files, records and database.
2. Design and prepare training and information materials such as operations manuals, program guidance and summary reports, project catalogs and informational reports regarding CDBG and other program activities.
3. Plan, coordinate and participate in technical assistance and training activities to communities on planning, municipal management, community and economic development, land use, and growth management and CDBG specific areas.
4. Act as point of contact for municipal officials to state government by providing information on available programs, resources and regulations.
5. Represent the Department at meetings, seminars, workshops, and conferences.
6. Coordinate functions with other Unit/Division/Department staff to provide coordinated assistance to communities and other grantees.
7. Review and evaluate grant applications to ensure that the selection of projects meet stated criteria and objectives.

8. Other duties as assigned.

**PREFERRED QUALIFICATIONS:**

1. A minimum of four years of work experience in community or economic development activities is preferred.
2. Working knowledge of nonprofit community-based organizations and their operations required; experience preferred.
3. Familiarity or knowledge of municipal operations is required; municipal experience is preferred and may be volunteer experience.
4. Experience in program development, provision of technical assistance to nonprofit, community-based organizations, municipalities and/or state/local relations are desirable.
5. Ability to meet deadlines within close time constraints.
6. Ability to work independently and as a part of a team.
7. Willingness to accept supervision and direction while exercising some discretion in daily responsibilities.
8. Ability to understand, explain and apply nonprofit management practices for effective and efficient operations.
9. Ability to communicate effectively in oral and written expression.
10. Familiarity with automated database applications and/or management information systems preferred.
11. Ability to identify planning and community development issues and concerns in grantee organizations and communities, and to work with appropriate Unit/Division staff in addressing their resolution.
12. Ability to evaluate reports and programs.
13. Please Note: On-site visits to community-based organizations or municipalities and occasional evening work in municipalities may be necessary as part of regular requirements of the position, including making presentations to local/regional Boards or Committees.

**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:**

**First consideration will be given to those applicants that apply within the first 14 days (by 04/14/21).**

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) four years of full-time, or equivalent part-time, professional, administrative or managerial experience in business administration, business management or public administration the major duties of which involved program management, program administration, program coordination, program planning and/or program analysis, and (B) of which at least one year must have been in a supervisory capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

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

II. A Graduate degree with a major in business administration, business management or public administration may be substituted for a maximum of three years of the required (A) experience.\*

III. A Bachelor's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required (A) experience.\*

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

NOTE: No substitutions will be permitted for the required (B) 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 - 6175731100**

**HOW TO APPLY:**

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=2100030Z>