

## **Senior Project Manager - (230002RW)**

### **Department of Housing and Community Development (DHCD) is seeking a Senior Project Manager in the Division of Public Housing!**

#### **AGENCY MISSION:**

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.

#### **OVERVIEW OF ROLE:**

The Senior Project Manager is responsible for managing a portfolio of Local Housing Authorities' (LHAs') capital programs to ensure delivery of critical maintenance & modernization projects while keeping LHA and Division within allotted resources. The Senior Project Manager is primary DHCD expert on capital resources of portfolio LHAs.

The incumbent provides management and technical assistance to LHAs and Regional Capital Assistance Teams (RCATs) to assist with their effective utilization of funds to make capital improvements to their state-aided public housing properties. Works with LHAs, DHCD staff and consultants to keep projects on schedule and within the approved budget, so that LHAs spend their assigned share of DHCD's annual cap. Provides guidance on DHCD process and policies, regulations, and Massachusetts Laws related to capital projects. Primary reviewer for LHA Capital Improvement Plans (CIPs). Provides technical assistance on use of web-based capital planning and project management tools, including Capital Improvement Management System (CIMS), the DHCD project management system "CapHub", and Capital Planning System (CPS) web-based applications. Maintains data in capital management systems, primarily Cap Hub.

As a special assignment, the Senior Project Manager may be requested to develop expertise in a specialized area of interest to all project managers (PMs) and serve as a resource to other project managers, Housing Management Specialists and LHA staff on specialized area, including making presentations.

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

##### **1) Project Management:**

- Provides guidance and technical assistance to LHAs and RCATs through written and oral communication, virtual and on-site meetings and conferences to assure that plans and projects conform to law, agency policies and procedures. For projects independently managed by LHAs (generally under \$10,000), procurement review is limited to confirming that the LHA has submitted required documentation - Certificate of Compliance – prior to making payments.
- Monitors LHA performance on achieving capital performance benchmarks and compliance with capital submission requirements. For LHAs with low-tier capital performance, reviews path to improve performance and follows up with LHAs periodically to encourage follow through.
- Utilizes reports and online systems (CapHub, CIMS, CPS, etc) to monitor LHA project statuses; assists LHAs or RCATs to spend allotted funds within projected schedules. In particular, identifies annual short list of key projects and works with LHAs, RCATs, DHCD staff and LHA consultants to keep on schedule and ensures that DHCD spends all annual cap funding.
- Provides regular updates to supervisor on project status, LHA capital needs, past LHA performance, and LHA spending and resources.
- Assists LHAs and RCATs to determine the amounts of formula funding unallocated and available for future projects and budget increases. Assists LHAs and RCATs in managing use of special awards funds.

- Approves project phases within specified budget guidelines and makes recommendations to Project Management Unit Director for phase approvals.

## **2) Capital Planning:**

- Reviews and approves LHA Capital Improvement Plans (CIPs) and CIP revisions and, if required, refers after review to management with recommendations. Once ready for approval, initiates and updates projects as necessary and prepares CIP or CIP revision approval document.
- Reviews capital-related portions of the LHA Annual Plans, as needed.
- With technical staff and PM Unit Director, assists LHAs and RCATs to adjust project scopes and revisit LHA priorities when project budgets deviate from approved CIP budgets.

## **3) Reviews & Performance:**

- Reviews requests for special award funding and provides recommendations to awards manager on LHA needs and alternative available resources.
- Requests adjustments to LHA contracts for financial assistance and provides guidance to Finance Unit on encumbrances so that sufficient contract authority is available and funds are in place to meet fiscal year expenditures.
- Assesses performance of LHAs applying to work independently and processes agency approval of requests.
- Conducts reviews of independently managed projects and participates in management reviews as requested.

## **PREFERRED QUALIFICATIONS:**

1. Experience in budgeting, project management, and/or capital planning.
2. Knowledge of Federal and State laws pertaining to design and construction.
3. Excellent interpersonal and customer service skills. Ability to mediate disagreements between various stakeholders and/or deliver critical news/feedback in a collegial, professional manner.
4. At least intermediate proficiency using Microsoft Word, Excel, PowerPoint, and Outlook.
5. Experience utilizing capital planning systems.
6. Ability to manage multiple projects or assignments simultaneously and meet deadlines.
7. Excellent organizational skills and attention to detail.
8. Excellent quantitative skills
9. Ability to adapt to changes in work environment and processes.
10. Demonstrated ability to gather, analyze, and present complex information in a clear, concise, and understandable manner.
11. Familiarity with multi-family and/or low-income housing development

## **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) four years of full-time, or equivalent part-time, professional experience in real estate management, property management, public housing program management, public housing program development or public housing program administration, or (B) any equivalent combination of the required experience and the substitutions below.

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 year of the required experience.\*

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

III. A Master's or higher degree with a major in public administration, business administration or business management may be substituted for a maximum of three 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 III

**Functional Title:** Housing Program Specialist III

**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:** Feb 24, 2023, 10:20:33 AM

**Number of Openings:** 1

**Salary:** \$68,016.52 - \$98,517.12 Yearly

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

**Confidential:** No

**Hybrid Work Eligible:** Yes

**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: Jessica Molina - 8572480160**

**HOW TO APPLY:**

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=230002RW>