

Senior Project Manager - (22000B35)

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

AGENCY MISSION:

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):

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. Primary DHCD expert on capital resources of portfolio LHAs.

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 CapHub.

Develops expertise in a specialized area of interest to all project managers (PMs) and serves as a resource to other PMs, Housing Management Specialists and LHA staff, as a special assignment, if requested. Makes presentations in area of expertise.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

1) Review/Approve and Technical Assistance:

- Provides guidance and technical assistance to LHAs and RCATs through written and oral communication, 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.
- Reviews and approves LHA Capital Improvement Plans (CIPs) and CIP revisions where management review is not required or refers after review to management with recommendations. Once ready for approval, initiates and updates projects as necessary and drafts CIP or CIP revision approval document.
- Requests adjustments to LHA contract 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.
- Reviews capital-related portions of the LHA Annual Plans, as needed.
- Reviews requests for special award funding and provides recommendations to awards manager on LHA needs and alternative available resources.
- Conducts reviews of independently-managed projects and participates in management reviews as requested.

- Approves project phases within specified budget guidelines, and makes recommendations to Project Management Unit Director for phase approvals that exceed specified budget parameters.
- Assesses performance of LHAs applying to work independently and processes agency approval of requests.

2) Monitor and Update:

- 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.
- LHA project statuses to assist LHAs or RCATs to spend allotted funds within projected schedules.
- Provides regular updates to supervisor on project status, LHA capital needs, past LHA performance, and LHA spending and resources.
- Utilizes reports and online systems (Cap Hub, CIMS, CPS, etc.) to monitor the progress projects.
- Identifies annual “short list” of key projects to keep on schedule to insure that DHCD spends all annual cap funding and works with LHAs, RCATs , DHCD staff and LHA consultants to keep on schedule.

3) Assist:

- LHAs and RCATs to determine the amounts of formula funding allocated and amounts available for future projects and budget increases. Assists LHAs and RCATs in managing use of special awards funds.
- 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.

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 Office including Microsoft Word, Excel, PowerPoint, Access, and Outlook. Experience utilizing capital planning systems.
5. Strong verbal and written communication skills.
6. Demonstrated ability to gather, analyze, and present complex information in a clear, concise, and understandable manner.

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.

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.

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: Housing Program Specialist III

Functional Title: Senior Project Manager

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: Sep 22, 2022, 11:09:30 AM

Number of Openings: 1

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

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

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=22000B35>