

Senior Project Manager - (200008K4)

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: Dec 24, 2020, 4:28:46 PM

Number of Openings: 1

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

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

Description:

The Housing Program Specialist III/Senior Project Manager, is one of seven staff in DHCD's Division of Public Housing Project Management Unit. 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 incumbent is the primary DHCD expert on capital resources for their 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. The Senior Project Manager 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. The incumbent provides guidance on DHCD process and policies, regulations, and Massachusetts Laws related to capital projects. They are the primary reviewer for LHA Capital Improvement Plans (CIPs). The incumbent provides technical assistance on use of web-based capital planning and project management tools, including our Capital Improvement Management System (CIMS), the DHCD project management system "CapHub", and Capital Planning System (CPS) web-based applications. They maintain data in capital management systems, primarily Cap Hub.

The Senior Project Manager 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. The incumbent makes presentations in their area of expertise as needed.

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

1. 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.

2. 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.
3. Monitors LHA project statuses to assist LHAs or RCATs to spend allotted funds within projected schedules.
4. Provides regular updates to supervisor on project status, LHA capital needs, past LHA performance, and LHA spending and resources.
5. Assists 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.
6. 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.
7. Reviews capital-related portions of the LHA Annual Plans, as needed.
8. 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.
9. Reviews requests for special award funding and provides recommendations to Awards Manager on LHA needs and alternative available resources.
10. Approves project phases within specified budget guidelines, and makes recommendations to Project Management Unit Director for phase approvals that exceed specified budget parameters.
11. 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.
12. Utilizes reports and online systems (Cap Hub, CIMS, CPS, etc.) to monitor the progress projects.
13. 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.
14. Assesses performance of LHAs applying to work independently and processes agency approval of requests.
15. Conducts reviews of independently-managed projects and participates in management reviews as requested.
16. Schedules and attends project-related meetings as needed to move projects.
17. Other duties as assigned.

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. Ability to manage multiple projects or assignments simultaneously and meet deadlines.
6. Excellent organizational skills and attention to detail.
7. Strong verbal and written communication skills.
8. Excellent quantitative skills.
9. Ability to adapt to changes in work environment and processes.
10. Ability to work independently and collaboratively as part of a team.
11. Demonstrated ability to gather, analyze, and present complex information in a clear, concise, and understandable manner.
12. Familiarity with multi-family and/or low-income housing development.

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 01/07/21).

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.

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 - 617-573-1254

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=200008K4>