

Special Initiatives and Project Manager Contractor - (200007CB)

Official Title: Management Consultants

Functional Title: Special Initiatives and Project Manager Contractor

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: Nov 3, 2020, 11:39:05 AM

Number of Openings: 1

Salary: \$31.19 - \$57.73 Hourly

Bargaining Unit: NA

Confidential: No

The Special Initiatives and Projects Manager is responsible for working on special initiatives and new programs identified by the Chief Counsel in conjunction with the Agency's other divisions. Within the context of the Agency's overall eviction diversion initiative, the Special Initiatives and Projects Manager will oversee the design and implementation of a program to deploy legal representation and related services across the Commonwealth to assist eligible households in navigating a complicated process, conducting research and analysis and providing recommendations to the Chief Counsel and the Undersecretary. The Special Initiatives and Projects Manager will work on identifying and promoting major accomplishments of the agency related to this initiative in conjunction with the Executive Office of Housing and Economic Development (HED) and the Executive Office for Administration and Finance (ANF), including work with Communications staff on promoting Administration priorities and policies. The Special Initiatives and Projects Manager will report directly to the Chief Counsel and will work closely with Agency staff across multiple divisions, as well as the staff of the Trial Court, HED, ANF, and the Governor's office. The Special Initiatives and Projects Manager also will work with external partners and stakeholders in program design, implementation and evaluation.

Major Responsibility Areas include:

1. Initiate and collaborate in the development of a program to deploy legal representation and related services across the Commonwealth. Develop scope of services, program guidelines, and contract documents. Oversee development of detailed workplan by external partners and continuously monitor compliance. Organize trainings, manage DHCD communications, provide direct technical assistance to external partners, analyze data, create reports and dashboards, and provide general administrative support.
2. Assist Chief Counsel and other senior managers within DHCD with launch and continuous improvement of program to deploy legal representation and related services across the Commonwealth. Perform administrative and analytical support related to the overall program and components identified in the final workplan. Perform data collection and analysis. Draft written materials and presentations.
3. External partner and stakeholder meeting coordination. Schedule meetings, create agendas, take notes, circulate notes, solicit feedback. Record meeting decisions and track against workplan.

4. Vendor contract administration. Preparation and transmission of documents for procurement. Move contracts to execution, track budgets, invoices and payments. Track achievements to milestones and scopes.

PREFERRED QUALIFICATIONS:

1. Position requires an understanding of state government procedures, policies and approaches, as well as the challenges associated with launch of a new state-funded program.
2. Proficiency at task management and ability to build out project plans, identify impending obstacles and dependencies, and items that need decisions, are all critical skills.
3. Ability to effectively communicate with diverse parties in a public sector arena/political environment, including maintaining communication with multiple parties concurrently to help internal and external parties responsible for program implementation keep on task and report on progress in a consistent and timely manner.
4. Demonstrated self-starter with ability to quickly “ramp up” on new subject areas.
5. Excellent organizational, interpersonal, public speaking, and writing/editing skills.
6. Proficiency with computer applications for: word processing, spreadsheets, databases, data visualization, graphic communication and presentation (Word, Excel, Outlook, PowerPoint, Adobe Suite, Microsoft Teams, Business Intelligence software).
7. Ability to read, understand, and manipulate data and ability to present data in a compelling manner.
8. Ability to manage multiple priorities and manage projects to deadline and budget.
9. Ability to work in teams and act as a leader and example to others.
10. Ability to read and interpret federal and state policies, regulations, and statutes.
11. At least ten years of progressively responsible experience in public administration coordinating and/or interacting with public sector professional staff, with direct experience coordinating and/or interacting with public sector professional staff, with direct experience designing, implementing and evaluating a major initiative within a short period of time, particularly in an organization or a state agency with a program budget above \$10M.
12. A Master’s Degree in the field of public policy and/or public administration or a related field is preferred.
13. Knowledge of landlord-tenant issues, existing volunteer and nonprofit legal services delivery models, processes related to eviction in Massachusetts courts, dispute resolution alternatives such as mediation, and eviction diversion programs such as short-term rental assistance is desirable.

EXTERNAL COMMENTS:

This is a contractor position. The hourly rate for this position is between \$31.19 and \$57.73. The estimated contract start date is 11/19/20 with a contract end date of 06/30/21. The contract may be extended based on availability of additional funding.

Benefits are unavailable with the exception of sick leave accruals.

All employees will be paid on a biweekly basis and must have direct deposit.

State and federal taxes will be withheld. In addition the contractor must participate in the Alternative Retirement Program mandated by federal law.

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 candidates who apply within the first 14 days (by 11/17/20)

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) six (6) years of full-time or, equivalent part-time, professional, administrative, supervisory, or managerial experience in business administration, business management, public administration, public management, clinical administration or clinical management of which (B) at least two (2) years must have been in a project management, supervisory or managerial capacity or (C) 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 (A) experience.

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

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

IV. A Doctorate degree in a related field may be substituted for four (4) years of the required (A) experience.

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

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ft!?job=200007CB>