



CITY OF CHELSEA, MA
Human Resources Department

City Hall, 500 Broadway, Room 301 · Chelsea, MA 02150

Phone: 617.466.4170 · Fax: 617.466.4175

SENIOR PROJECT MANAGER, COMMUNITY RESILIENCE

Department of Housing & Community Development

Pay Class/Grade: 11 Union: USWA Grand funded

Salary Range: \$74,543.33 - \$96,923.32

SUMMARY STATEMENT OF DUTIES (Full description follows below)

Grounded in a strong commitment to serving residents, the Department of Housing and Community Development strives to achieve a prosperous, healthy, and equitable community through systemic policy, strategic planning, and the development and implementation of key initiatives. As an integral member of the Department, the Sr. Project Manager is responsible for the development, management, and evaluation of the City's community resilience agenda, with a focus on fostering an equitable and vibrant City through investments in physical, environmental, and social infrastructure. The position entails professional work in meeting the City's resident-driven community development strategy, set out through the American Rescue Plan Act participatory planning process.

Under the direction of the Director of Housing and Community Development, the Sr. Project Manager is responsible for the development, management, and evaluation of community resilience initiatives, focused on environmental health, public social services, food security, and community development. The Sr. Project Manager shall bring demonstrated practical experience in community planning, policy analysis, and project management, while aiding in the creation of community development initiatives that center racial equity and environmental justice. As designated, will represent the Director with local, state and federal agencies, and general citizenry and business community. Responsibilities and duties encompass all actions that ensure task completion with quality, integrity, and transparency.

EDUCATION AND EXPERIENCE

BA/BS in Public Policy, Urban Planning, Urban Studies, Business Administration, Project Management, or a related field of study and five (5) of experience in private or municipal community development program management; and/or Master's Degree with three (3) years of professional experience in a related field. A combination of relevant education and experience will be considered. This position requires a strong theoretical basis gained through education as well as practical experience.

To apply, please send resume and application to Human Resources Department, City of Chelsea, 500 Broadway, Room 301, Chelsea, MA 02150 OR email jobs@chelseama.gov

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The City of Chelsea is an Equal Opportunity Employer**

**CITY of CHELSEA
POSITION DESCRIPTION**

JOB TITLE: Sr. Project Manager – Community Resilience (Grant Funded)

DEPARTMENT: Housing & Community Development

UNION: USWA

PAY CLASS/GRADE: 11

SUMMARY STATEMENT OF DUTIES

Grounded in a strong commitment to serving residents, the Department of Housing and Community Development strives to achieve a prosperous, healthy, and equitable community through systemic policy, strategic planning, and the development and implementation of key initiatives. As an integral member of the Department, the Sr. Project Manager is responsible for the development, management, and evaluation of the City’s community resilience agenda, with a focus on fostering an equitable and vibrant City through investments in physical and social infrastructure. The position entails professional work in meeting the City’s resident-driven community development strategy, set out through the American Rescue Plan Act participatory planning process.

Under the direction of the Director of Housing and Community Development, the Sr. Project Manager is responsible for the development, management, and evaluation of community resilience initiatives, focused on environmental health, public social services, food security, and community development. Informed by the ARPA Community Recovery Plan, the Sr. Project Manager shall bring demonstrated practical experience in community planning, policy analysis, and project management, while aiding in the creation of community development initiatives that center racial equity and environmental justice. Responsible for managing all aspects of key initiatives through the planning, design, implementation, and evaluation phases, including program development, planning and design, resource allocation planning, consultant management, civic engagement, budgeting, grant management and compliance, and project management. Responsible for identifying, securing, and effectuating investments that maximize impact of projects. As designated, will represent the Director of Planning and Development with local, state and federal agencies, and general citizenry and business community. Responsibilities and duties encompass all actions that ensure task completion with quality, integrity, and transparency.

ESSENTIAL JOB FUNCTIONS and DUTIES

- Identify, conceptualize, and implement, community planning, environmental, food security, and social infrastructure projects through the project development, management, and evaluation phases, including but not limited to environment, open space, food security, community development, and social services;
- Spearhead projects related to air quality, open space development, local food systems, community development and social infrastructure in a manner that promotes lasting sustainability and resilience, with a focus on racial and economic equity.
- Compile, execute, and monitor resource allocation plans to ensure projects are anchored by appropriate human, financial, and technical resources.
- Identify information, resource, market, and systems gaps and develop and implement strategy to address the gaps.

- Work and collaborate effectively with staff, municipal departments, public agencies, community stakeholders, contractors, consultants, and other stakeholders to accomplish the City's community development agenda, including the responsible management of sensitive information.
- Research funding mechanisms to leverage local resources, including local, state, federal and private foundation grants, develop funding proposals, and administer all aspects of grant programs to ensure grant compliance.
- Attract external investment, leveraging a range of financing tools, to execute projects and ensure programmatic sustainability.
- Exercise program management responsibilities to manage all aspects of projects in an oversight capacity, including, but not limited to, project design and development, feasibility assessments, budgeting and financing, resource allocation planning, project management, civic engagement, grant administration, and compliance monitoring.
- Perform data and spatial analysis, collect and analyze qualitative data, and discern key community trends through the preparation of planning studies and reports.
- Based on program characteristics and goals, research consultants, prepare requests for services, lead the consultant selection process, and manage consultants, contractors, and subcontractors.
- Maintain interdepartmental and stakeholder relationships and strategies to advance the City's community development agenda, consistent with the ARPA Community Recovery Plan. Work in support of maintaining maximum funding through City, state, and federal sources.
- Represent the Department in inter-departmental, inter-agency, and civic engagement efforts related to social, environmental, and community development programs.
- Provide extensive technical assistance and guidance to local non-profit and community based organizations to advance long term environmental, social infrastructure, and food security projects to meet the needs of residents.
- Assist the Director with the development of the Capital Improvement Plan, annual budget, community development strategy, and annual departmental work program.
- Perform updates to community, environmental, and resilience plans.
- Develop, maintain, and regularly report on project and program progress, obstacles, risks, and budgets.
- Prepare and execute risk mitigation strategies to ensure projects are delivered on time and on budget.
- May be called upon to staff relevant boards and commission and participate in local and regional stakeholder coalitions.
- Proactively engage residents and community stakeholders, liaise with local advocacy groups and nonprofit organizations, and lead civic engagement initiatives.

OTHER DUTIES AND RESPONSIBILITIES

- As designated, may act on behalf of the Director on matters pertaining to social, environmental, and community development issues.
- Assist in the formation of community resilience, environmental, and social policy.
- Engage, assist, and advise residents seeking information and/or assistance on relevant projects and programs.
- Work closely with the Finance Director and other staff to maintain thorough and accurate grant reporting, timely and accurate financial management, and organized project files, in conformance with local, state, and federal regulations.

QUALIFICATIONS

Education/Experience

- BS/BS in Public Policy, Urban Planning/Studies, Public Health, Project Management or a related field of study and four (4) years of experience in private or municipal project management or a related field; and/or a Masters Degree with two (2) years of professional experience in a related field.
- A combination of relevant education and experience will be considered. This position requires a strong theoretical basis gained through education as well as practical experience

Skills, Knowledge, and Abilities

- Working knowledge of general community development, health equity, and urban planning theories, principles, and policies. Understanding of municipal, state, and federal policy, neighborhood planning and development, and environmental health, and community resilience.
- Experience in the administration of social, environmental, and/or community programs.
- Experience in the administration of grants, including grant writing, management, and compliance.
- Experience in environmental, community development, and/or social service project management, including project development, budgeting and financing, resource allocation planning, and consultant/contractor management.
- Strong organizational and time management skills.
- Solid and varied experience with Massachusetts environmental and community planning law, statutes, and regulations.
- Familiarity with state and federal urban, environmental, and social policy and regulations.
- Ability to manage a varied portfolio of project and program management responsibilities.
- Excellent written and verbal communication skills, ability to effectively engage residents, nonprofit organizations, businesses, and stakeholders in a culturally competent manner.
- Familiarity with data analysis and GIS desirable.
- Strong proficiency with Microsoft Office Suite, including Microsoft Project and OneNote Access.
- Proficiency with Microsoft Project and/or Adobe Creative Suite helpful.
- Excellent, tactful, and effective written and oral communication.
- Bilingual (Spanish) is helpful.

SUPERVISION

Supervision Received: Director

Supervision Exercised: Interns (variable)

COMMENTS OR SPECIAL CONSIDERATIONS

Tactful and effective in both written and oral communication.

Bilingual (Spanish) helpful.