Director of Community Preservation Committee

Req ID 2017-12779

Position  Regular Full-Time

Dept  Office of Admin & Finance

Location  ASD-Chief Operating Officer

Salary Min  81,037.35

Salary Max  113,275.99

Union  EXM

Openings  1

Posted Date  3/31/2017

Posting End Date ..

More information about this job:

Overview:

Brief Job Description (essential functions of the job):

In November 2016, the voters of the City of Boston approved adoption of the Massachusetts Community Preservation Act (CPA), which will generate millions of dollars of revenue to be used for the creation and acquisition of affordable housing, historic preservation, open space and recreation. Recommendations for use of CPA funding will be made to the Mayor and City Council by the Community Preservation Committee (CPC), which will study the needs, possibilities, and resources of the City regarding community preservation and which will hold one or more public hearings on community preservation.

Reporting to the Chief Financial Officer and Collector-Treasurer for the City of Boston, the Community Preservation Committee Director manages all aspects of the CPA Program, including staffing the CPC, coordinating the application process for granting CPA funds, managing the CPA budget and CPA grants, and managing special projects related to the CPA. The Director will work closely with Administration and Finance staff and staff from other City departments, as well as members of the community, to determine need, ensure transparency in the application process and funding awards, and complete annual reports on CPA projects and expenditures. This position is a unique and exciting opportunity for a person with skills in the disciplines of planning and finance to shape the future of investment in Boston’s neighborhoods with expected annual expenditures under its purview of approximately $20 million.
Responsibilities:

Primary Responsibilities and Tasks:

- Works with the CPC to establish and implement policies and procedures for the CPA program.
- Manages all aspects of the CPA Program and directs staff involved in a variety of functions necessary to achieve the goals of the program. Assigns responsibilities, resolves problems and ensures timelines are met.
- Schedules, prepares content for, and participates in meetings of the CPC, adhering to Open Meeting Law requirements regarding meeting notice and minutes.
- Manages the CPA budget and all CPA-related financial matters.
- Monitors all CPA funding awards, including processing grant agreements, invoices, and payments. Verifies that reported work is completed on time and according to specifications. Liaises with grantees to review, analyze and resolve problems involving goods or services provided or work being performed under the grants.
- Coordinates the application process for granting CPA funds, including reviewing applications for completeness and liaising with applicants.
- Prepares an annual Community Preservation Plan and an annual report on CPA-funded projects and expenditures. Prepares a variety of reports, presentations, and statistics as required, including Boston About Results.
- Ensures compliance with relevant state and local laws and regulations, including procurement and contract procedures.
- Coordinates submittal of City projects for CPA funds.
- Coordinates with Administration and Finance departments to ensure proper assessment, billing, collection, accounting, and budgeting of funds.
- Coordinates with other City departments responsible for historic preservation, housing, open space and recreation, including Environment, Neighborhood Development, Parks and Recreation, the Boston Housing Authority and the Boston Planning and Development Agency.
- Serves as the CPC liaison to the public, including organizing public meetings and information sessions, responding to email and phone inquiries, and engaging the public through other mechanisms, managing the CPA website, and coordinating with the Press Office around press releases and media relations.
- Serves as the CPC liaison to the City Council, submitting information and presenting to the Council as necessary.
- Manages special projects related to the CPA and as directed by the CPC.
- Performs related work as required.

Minimum Entrance Qualifications:

- Minimum of five (5) years of fulltime, or equivalent part-time, professional management experience in work that included proven leadership in community preservation, community planning and development or finance, preferably at the local level.
- Master's Degree in Community Planning, Development, Government, Public Policy, Public Administration, Business Administration or other related field strongly preferred.
- Strong negotiation, writing, presentation, organizational, project management, and supervisory skills.
- Demonstrated knowledge of budgeting, accounting, and grant management.
- Demonstrated ability to establish and maintain effective and harmonious working relationships with diverse stakeholders.
- Demonstrated ability to work independently, prioritize work, manage multiple tasks effectively, prepare reports and statistics, manage budgets and grants, and establish and adhere to own strategic work plan.
- Ability to exercise good judgment and focus on detail as required by the job.
- Appropriate educational substitutions may be made.

Boston Residency Required

Terms:

Union/Salary Plan/Grade: Nonunion/MM2-10
Hours Per Week: 35