



City of Chelsea

HUMAN RESOURCES DEPARTMENT

City Hall, 500 Broadway Room 301

Chelsea, Massachusetts 02150

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Phone (617) 466-4170

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Senior Housing Development Project Manager Planning and Development

Pay Class/Grade: 9

Salary Range: \$51,071.13 to \$63,989.80

POSITION SUMMARY: Responsible for coordination and project management of the City's housing development projects. Professional work in meeting the City's comprehensive housing agenda. Under direction of the Assistant Director, evaluate and effectuate City funding and investment toward development of private and non-profit housing efforts. Responsible for housing program development and grant management, seeking financing from a variety of funding sources, and for operation and monitoring of City's current CDBG-funded housing rehabilitation and code enforcement programs.

EDUCATION AND EXPERIENCE: BS/BA in Public Policy, Urban Studies, Business Administration, Construction fields or a related field of study and three years experience in private or municipal housing development and public housing administration; and/or Masters Degree with two years professional experience in 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 & ABILITIES: Working knowledge of general urban housing & planning principles. Understanding of municipal housing policy, neighborhood development and housing markets and trends. Experience in administration of housing programs, including funding and strategies to create safe and affordable housing. Experience in housing development and management, project budgeting, and construction supervision for private and non-profit housing developments. Experience with grant funding and management. Experience with program development. Strong writing and organizational skills. Solid and varied experience in Massachusetts real estate and land use law; statutes applicable to housing construction and financing; familiarity with State and Federal housing policy and regulations. Ability to manage a varied portfolio of project management responsibilities. Very good communication skill; ability to meet and deal effectively with general citizenry, non-profit organizations, and the business community toward project completion. Tactful and effective in both written and oral communication. Bi-lingual (Spanish) helpful.

Please send cover letter and resume to Human Resources Department, City of Chelsea, 500 Broadway, Chelsea, MA 02150 or email jobs@chelseama.gov.

The City of Chelsea is an Equal Opportunity Employer