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**JOB POSTING – June 8, 2021**  
**DEADLINE- June 22, 2021**  
**Full-Time Manager of Special Programs**  
**City of Holyoke Office of Community Development**

**Position Summary:** The role of the Manager of Special Programs is to work in partnership with municipal departments, strategic partners and others to identify, design, and manage a variety of special initiatives, pandemic recovery strategies, and mitigation projects funded through HUD CDBG, HOME, HOME-ARP, CDBG-CV and Treasury ARPA grants with a general focus on housing; public services; assistance to households; water, sewer and broadband infrastructure; economic recovery; COVID-19 public health response; and more. Position responsibilities include grant writing, responsibility for the administration of grant funded community development initiatives, training of sub-recipients, financial management of grant funds, managing public facility construction projects, supervising multi-site housing rehabilitation projects and monitoring projects for compliance with state and federal regulations. The position will be based in the Office for Community Development.

**Essential Functions:** Provide project management oversight as part of a team to provide expert services related to CDBG-CV and ARPA funded projects. Specific duties may include:

- Provide federal fund guidance, related to project start-up and planning activities in addition to other implementation measures and eligible recovery activities specified under CDBG-CV and ARPA Programs.
- Provide training and technical assistance to applicants in the fields of travel, tourism, hospitality, resiliency, infrastructure, economic development, housing, procurement, and/or community development activities.
- Lead efforts to compile information and submit applications and reporting requirements for a variety of funding sources.
- Assist in the implementation of federally funded programs to be administered with the City.
- Assist in updating and refining CDBG-CV and ARPA program procedures and processes for the implementation of programs.
- Provide program oversight and expert technical assistance on disaster recovery planning and community development related policies, principles, and standard operating procedures.
- Conduct and/or support grant sub-recipients with community outreach, marketing, social media and engagement.
- Assist with performing program and planning analyses to develop program workflow and devise solutions-oriented strategies that facilitate program growth and success.
- Develop management tools for program targeting and performance reporting.
- Design and implement financial assistance programs for housing development, small business assistance, household assistance and other eligible programming.
- Perform other duties as assigned.

*The functions above are normal for this position. Other duties may be required and assigned. The essential functions or duties listed above are intended only as examples of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

**Required Skills and Competencies:**

- Excellent organizational skills and attention to detail.
- Strong interpersonal, analytical, and problem-solving skills.
- Demonstrated Project Management expertise.
- Ability to manage multiple project budgets and create meaningful projections for strategic decision making.
- Ability to manage community expectations, sub-recipient relationships, and overall contracts to ensure success of project(s).



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- Ability to communicate effectively, verbally and in writing.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to work independently and pro-actively identify key steps to complete outcomes.
- Excellent working relations and an understanding of local, state, and federal government structure, process and protocol.
- Experience working with federal grant-funded programs including HUD CDBG, CDBG-CV, and ARPA.
- Ability to work with sensitive information and situations.
- Working knowledge of federal regulations, compliance, and grant reporting
- Knowledge of public relations, tourism, hospitality and related industries.

**Required Education and Experience:**

- 3+ years in federal, state, or local program/project management with a focus on infrastructure, community development, disaster recovery, housing, or emergency management activities or equivalent.
- Bachelor's degree in Engineering, Architecture, Business Administration, Accounting, Public Policy/Administration, Social Work or related field.
- Proficient in MS Office Suite, Google platforms, social media platforms.
- Valid driver's license and use of a personal vehicle.

**Desired Education and Experience:**

- Advanced Degree or education in Engineering, Architecture, Accounting, Finance, or Juris Doctorate, Business, Public Administration, Social Work, Emergency Management, or other related field of study.
- Spanish/English bilingual.

**Supervision:** Works under the direct supervision of the City of Holyoke Office for Community Development Administrator and the general direction of the Mayor.

**Job Environment:** Work is performed in both an office environment and in the field. Fieldwork is both outdoors and indoors when on assignment performing inspections of both exteriors and interiors of structures in low to moderate-income areas. Fieldwork may involve exposure to contaminants, vermin, and unsafe structural elements, among other hazards. Frequent contact with the public and city officials.

**Physical Requirements:** Regularly required to walk, stand, climb stairs, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, and other common office objects. The employee must occasionally lift and/or move up to 30 pounds. Ability to view computer screens and work with details for extended periods. Ability to operate a keyboard and calculator at an efficient speed. *The physical demands described above are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation(s) if needed will be provided for the employee with the adequate strength, dexterity, coordination, and visual acuity in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.*

**Hours:** Full Time, 35 hour per week (Monday – Friday, 8:30 a.m. to 4:30 p.m.). Evening and weekends may be occasionally required.

**Employment Status:** Regular Employment

**Fair Labor Standards Act (FLSA) Status:** Exempt (Salary)

**Pay Rate:** \$70,000.00- \$72,500.00 annually; paid biweekly

This position is grant funded from federal grants and will be funded on an annual basis as federal funds remain available. All job functions will be related to their federal grant sources; pay and benefits will be pro-rated among the funding streams.



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**Employee Benefits:** City of Holyoke regular benefits (Full Time) including paid sick leave, vacation leave, longevity, and personal leave.

The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category. Bilingual applicants are especially encouraged to apply. Section 3 residents strongly encouraged to apply.

**Please send a letter of interest and resume by email only to:**

[personnel@holyoke.org](mailto:personnel@holyoke.org)

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