



JOB POSTING – December 27, 2021
DEADLINE- January 18, 2022
Full-Time Senior Project Manager
Office of Planning and Economic Development
INTERNAL FOR 7 DAYS

Position Purpose:

Provides professional and administrative assistance to the Director of Planning and Economic Development related to overall project development of the office and provide direction, coordination and supervision of planning studies in the areas of both current and long-range planning and economic development. Performs all other related work as required

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various 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.)

- The Senior Project Manager is office's most community focused and community engaged position. This position provides assistants to the OPED director on several projects related to, but not limited to, the built environment, Transportation, the Food Economy, Tourism & Marketing, Workforce Development and Public Art.
- Supervises the State's Mass in Motion Coordinator.
- Attends multiple board and commission meetings as a representative of the department, including evening meetings. Attends regional planning and other relevant meetings as a representative of the City. Serves on project related committees and boards as necessary.
- Provides technical assistance to a number of advisory boards including but not limited to; The Bike & Pedestrian Committee, Tourism Advisory Committee and the Food Economy Committee
- Leads planning research and implementation actions related to creative place-making, open space and multiple modes of transit.
- Assists in the implementation of complete streets policy, planning and tracking streetscape improvements in support of the Department of Public Works and construction activities, including sidewalks, street paving, bike lanes and parking facilities.
- Prepares regional, state, and federal planning program documents.
- Researches, writes, and manages grants and related grant projects in cooperation with other departments when required.
- Supervises interns or consultants on a specific project or task, when required.
- Performs similar or related work as required, directed or as situation dictates.
- Spearheads the office's marketing and communications planning and execution, including the newsletter, website, other City economic branding efforts and providing timely and systematic information to the public on development projects and properties.

Education, Training and Experience:

An Associate's degree related to the fields of business, government, or other social studies, and a minimum of two years' experience doing similar work OR a Bachelor's degree in one the above subjects and one year doing similar work; General experience in economic development, land use, urban planning, banking and/or real estate preferred. Familiarity with the City of Holyoke and municipal government preferred.

Knowledge, Ability and Skill:

Basic knowledge of business needs, urban planning and economic development, Basic knowledge of related state and federal laws and regulations, working knowledge of computer equipment and MS Office including PowerPoint and Excel. Ability to prepare routine correspondence and reports utilizing computerized office applications.

Ability to develop effective and constructive working relationships with staff, other city employees, elected and appointed officials, contractors, and the public; ability to communicate effectively both orally and in writing, ability to interpret economic data, ability to work with interruptions. Excellent written and verbal communication skills, strong organizational skills, proficient computer skills including MS Office applications, experience in the Massachusetts public sector and a good knowledge base of City of Holyoke; proficiency in Spanish preferred.

Ability: Ability to prepare routine to complex correspondence and reports utilizing computerized office applications. Ability to develop effective and constructive working relationships with staff, other city employees, elected and appointed officials, contractors, and the public; ability to communicate effectively both orally and in writing. Ability to read property site plans and blueprints. Ability to work with interruptions.

Skills: Excellent written and verbal communication skills. Excellent presentation skills and grant management skills. Strong organizational skills, self-motivated and the ability to work independently. Proficient computer skills including MS Office applications. GIS experience preferred. Spanish language proficiency preferred. Skill in operating the above listed tools and equipment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is regularly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Employee may occasionally lift and/or move objects weighing up to 10 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs highly responsible functions of a complex nature, providing professional advice to state and local officials, boards and committees, concerning the development and implementation of the policies, goals, regulations, and statutory requirements related to the planning and economic department, requiring a thorough knowledge of current planning practices, departmental operations, and applicable laws and regulations.

Supervision Received: Works under the administrative direction of the Director.

Supervision Given: Provides supervision of full time and part time employees and contractors as required, developing job direction, assigning tasks, instructions and monitoring performance. Performs oversight of work by Department Clerk(s) as directed.

Job Environment:

- Work is performed under typical office setting; work environment is moderately noise level; infrequent work is conducted in the field with exposure to various weather conditions; frequently travels regionally, tours off-premises work sites and attends evening meetings.
- Operates an automobile. Operates computer, telephone, copier, facsimile machine, and other standard office equipment.
- Makes frequent contact with the general public; municipal, state and federal representatives; elected officials; agencies and regulatory bodies as well as contractors and sub-contractors. Contacts are in person, by phone, email and in writing and via various stakeholder meetings, hearings, and other events.
- Has access to department-related confidential and/or sensitive information.
- Errors in judgment could result in delays or loss of service, injuries to others, monetary loss, and have legal or financial repercussions.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Fair Labor Standards Act (FLSA) status: Exempt (Salary)

Employment status & Hours: Regular Full-Time employment, 35 hours per week, Monday-Friday 8:30am-4:30pm Occasional evening meetings.

Pay Rate: \$41,961-\$55,648/annually _ P.S.A. Union Member

Employee Benefits: Health, Dental, Life Insurance, Flexible Spending Account (FSA)

Please send letter of interest, resume, and three references by email only to (OPED@Holyoke.org)
Attn: OPED Director

No phone call inquires or walk-in applications, please.

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, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.