CITY OF LOWELL
Please Post ~ March 15, 2012
Deadline ~ March 21, 2012
Department of Planning & Development
Urban Renewal Project Manager

Job Title: ***Urban Renewal Project Manager***
Department: Department of Planning & Development
Reports To: Deputy Directors for Planning & Development
Work Site: JFK Civic Center, 50 Arcand Drive, Lowell, MA 01852
FLSA Status: Nonexempt
Union Status: AFSCME, Local 2532
Salary: ***Hiring Range - $58,677.72 to $63,188.03 Annually***

Summary:
Manages the implementation of the City's urban renewal plan. Is responsible for all state reporting requirements associated with the plans. Manages all real estate acquisitions, relocations, and dispositions. Works with designers and consultants as necessary to develop plans and specifications to meet specific goals and objectives of the plans.

Meets and works with businesses, residents and organized neighborhood groups to encourage input in the City's implementation efforts and to promote involvement in achieving goals of the plans. Manages and monitors multiple funding sources and seeks available grants and funding sources for plan implementation. Also, manages and monitors all public and private projects related to the plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

* Promotes development opportunities in Plan areas; coordinates with City departments, private and public agencies to facilitate development.
* Identifies and pursues appropriate funding; manages funding for plans; prepares grant applications and funding requests.
* Coordinates negotiations and procedures for property acquisition and disposition, including property appraisals and appraisal reviews.
* Organizes and administers Citizen Advisory Committee and regular reporting and coordination with the DPD's Senior Staff.
* Prepares reports, plans, budgets, memoranda, and general documentation required by the State.
* Manages contracts for professional services and construction services related to City's urban renewal plans.
* Advises on development issues and programs within the Plan areas.
* Assists in developing regulatory tools and programs to enhance the community's ability to redevelop blighted areas of the City.
* Responds to written and telephone inquiries from governmental agencies and the public; provides guidance concerning the applicability of the Plans laws, regulations and preparation of applications; prepares responses to correspondence.
* Attends public meetings; may represent City at Council Meetings.
* May represent City at City Council meetings and;
* Other duties as assigned .

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's Degree (BA) in Urban Planning, Public Administration, Political Science, Engineering or related field required; or equivalent combination of education and experience. Master's Degree preferred. 2-3 years experience in a related field required. Demonstrated oral and written communication skills. Computer skills, including Microsoft Office.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS
Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS
Valid Driver's License required.

PHYSICAL DEMANDS 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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock (electrical outlets). The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified/interested individuals send resume and/or application to the Human Relations Office, Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline Wednesday, March 21, 2012.
EOE/AA/504 Employer

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