

City of Lowell
Job Posting
Please Post: July 9, 2014
Deadline: July 15, 2014
Department of Planning and Development
Deputy Director- Planning and Community Development

Job Title: Deputy Director-Planning and Community Development
(1100-DH02, 2046)
Department: Department of Planning and Development
Reports To: Assistant City Manager/Director of Division of Planning and Development
Work Site: JFK Civic Center, 50 Arcand Drive, Lowell, MA 01852
Salary: \$87,309.68 (min) to \$102,552.35 (max) City Ordinance Grid

SUMMARY

Manages all day-to-day administrative activities for the Planning and Community Development Division of DPD on behalf of the Assistant City Manager/DPD Director. Responsible for the overall administration of DPD's Programs including, but not limited to: Grant Administration, Brownfields, Urban Revitalization and Development, Economic Development, Community Development, Open Space and Recreational Programming, Housing, and Transportation Initiatives.

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

Develops and implements departmental personnel and office policies. Manages all division staff. Responsible for motivating employees, addressing performance issues, and cultivating a positive professional atmosphere among all staff.

Manages the development and implementation of goals and objectives for Planning and Project Management, Economic Development, Housing, Community Development, Finance and Asset Management.

Responsible for administration and oversight of all DPD Programs, meeting all program requirements and regulations.

Oversees all project development, tracking, eligibility, environmental reviews, making sure that programming conforms to the City's policies on Housing, Replication Plan, master Plan documents and HUD regulations.

Prepares and oversees annual expenditures and budgeting for all Programs.

Coordinated efforts of all DPD staff as it related to program development and implementation.

Prepares and/or reviews all DPD reports and evaluations that are distributed to the City Manager, City Council, other departments, the public, etc.

Monitors all sources of DPD funding.

Coordinates departmental and interagency grant applications with assistance from Senior Staff.

Coordinates weekly meeting of key departmental employees.

Provides guidance and oversight of all items requiring City Council action and directs staff on preparation of all agenda items.

Represents the Assistant City Manager/DPD Director in his/her absence

Manages special assignments as directed by the Assistant City Manager/ DPD Director.

SUPERVISORY RESPONSIBILITIES

Oversees Planning and Project Management, Economic Development, Housing, Community Development and Finance, and consultants, including but not limited to, Chief Planner, Director of Economic Development, Senior Finance Specialist, Director of Housing Programs, Community Development Director, Executive Secretary, Asset Manager, and Intern Programming and Positions. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employee(s); addressing complaints and resolving problems. Familiarity with applicable union contracts is required. May supervise professional consultants.

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

Proven understanding of planning, economic development and housing strategies, planning and research, budget preparation and management, grant management, and tools. Excellent oral and written communication skills.

Master's Degree (MA) in either Planning, Architecture, Landscape Architecture, Engineering, Community Development, Public Administration, or Political Science or equivalent; or equivalent combination of education and experience. Experience must include substantial experience (5-8 years) with finance, management of publicly funded programs, budget preparation and management, experience at the local level and grant writing experience.

Proficient in use of computer programs for word processing (preferably Microsoft Word), data base management (Microsoft Access) and spread sheets (Microsoft Excel).

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles for publication that conform to prescribed style and format or using original and innovative techniques or style. Ability to effectively present information to top management, public groups, and/or boards of directors, to make effective and persuasive speeches and presentations on controversial or complex topics.

MATHEMATICAL SKILLS

Ability to apply advanced 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 frequently required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; 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, depth perception, and ability to adjust focus.

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 outside weather conditions 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 criminal background check, post offer.

Interested individuals send resume, cover letter, and list of three references to the Human Relations Office, Mary Callery- HR Director, Room 19 City Hall, Lowell, MA 01852 by 4:00 pm on July 15, 2014. Applicants may also send resume, cover letter and list of three references to cityjobs@lowellma.gov or fax to 978-446-7102.

EOE/AA/504 Employer