

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

In City Council

ORDINANCE

An Ordinance creating one (1) new position of American Rescue Plan Act (ARPA) Finance Manager and establishing the salary in the Finance Department.

The City Council, by virtue of the Massachusetts General Laws, Chapter 43, Section 105, has the authority to create and/or delete positions.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOWELL, as follows:

The Code of Ordinances City of Lowell, Massachusetts, hereinafter called the "Code" adopted by the City Council on December 23, 2008, as amended, is hereby further amended as follows:

1. The following position and salary is created in the Finance Department:

One (1) American Rescue Plan Act (ARPA) Finance Manager
\$85,503.16 (min) to \$98,047.04 (max); 35 hours per week;
Position is contingent on availability of grant funding

The above position and salary created by this Ordinance shall be filled only when the necessary funds for said position have been appropriated and said position and salary shall be eliminated when said funds are no longer available.

2. All provisions of the Code of the City of Lowell, as amended, which are not inconsistent with this Ordinance shall continue in effect, but all provisions of said Code inconsistent herewith are repealed.

3. This Ordinance shall take effect upon its passage in accordance with the provisions of Chapter 43 and 40A of the General Laws of the Commonwealth of Massachusetts.

APPROVED AS TO FORM:



Christine P. O'Connor
City Solicitor

**City of Lowell
Job Description**

Post Date:

Deadline:

American Rescue Plan Act (ARPA) Finance Manager

Job Title: American Rescue Plan Act (ARPA) Finance Manager
Department: Finance
Reports to: CFO, City Manager, Assistant City Manager
FLSA Status: Exempt
Union: Ordinance/Non-Union
Salary: \$85,503.16 (min) to \$98,047.04 (max); 35 hours per week;
Position is contingent on availability of grant funding

SUMMARY:

The American Rescue Plan Act (ARPA) Finance Manager will oversee the disbursement, reconciliation, and accounting of all funds received by the City of Lowell via the American Rescue Plan Act from 2021 through 2024 and ensure that relief aid is used effectively, in compliance with guidance issued by Department of the Treasury, and in a manner that supports the City's recovery from the COVID-19 crisis. The ARPA Finance Manager will manage the development and implementation of a multi-year plan for disbursement of ARPA funding to be formed in collaboration with key City staff, and with consideration of input from community stakeholders. The ARPA Finance Manager will oversee the selection, design, implementation, and evaluation of programs and projects funded by ARPA and ensure that initiatives meet intended purpose. The ARPA Finance Manager will be required to remain apprised of all regulations associated with usage of recovery funds.

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

- Lead the development of a multi-year spending plan for use of ARPA relief funding received by the City.
- Work in coordination with the finance team and department heads to identify appropriate programs or projects that could be initiated or expanded through use of ARPA funding.
- Monitor guidelines associated with use of municipal relief funding and coordinate with state and federal agencies to obtain information on allowable usage of funding as needed.
- Engage community stakeholders in process of the distribution of ARPA funds and facilitate public input to assess community needs that can be addressed through relief funding.
- Prepare reports and make presentations to the City Manager and City Council relative to planned use of relief funding.

- Work in coordination with finance team to oversee documentation, accounting and reconciliation of all ARPA funds and provide technical assistance and training to department heads and other City employees on documentation process.
- Work in coordination with appropriate City staff to implement ARPA-funded projects and programs, including assisting in the development of RFPs as needed and ensure that projects adhere to set budgets and remain consistent with all relevant guidelines.
- Develop and implement a monitoring system to ensure that ARPA-funded initiatives have intended impact.
- Serve as point of contact for public inquiries associated with ARPA funding and serve as a representative of the City of Lowell in public settings to provide updates on ARPA funding.

OTHER SKILLS AND ABILITIES

- Familiarity with municipal operations, budgeting and administration of public funds.
- Engaging diverse community stakeholders.
- Interpretation of federal guidelines and regulations.
- Proficient in Microsoft Skills, particularly Powerpoint, MSWord, Excel and Outlook
- Excellent communication skills, both written and verbal. Ability to follow directions with attention to detail. Ability to provide excellent frontline customer service.
- Ability to learn specific software quickly.
- Must be highly organized and possess excellent follow through. The desire to learn and grow into the role is crucial.

QUALIFICATIONS

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

EDUCATION AND/OR EXPERIENCE

Master's Degree in public administration, public policy, planning, finance, or a similar field, and four (4) years of experience; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze and interpret written directions, technical procedures, or governmental regulations. Ability to write reports, correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, residents, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages based on established guidelines published by the State and/or Federal government. Ability to perform these functions with or without the use of a computer or calculator.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of information and instructions furnished in written, oral, diagram, or graphic form.

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 regularly required to use hands to finger, handle, or feel. The employee is occasionally required to walk, sit, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 40 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 risk of electrical shock (electrical outlets). The work environment is very fast paced. 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 individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ . Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer



Eileen M. Donoghue
City Manager

Kara Keefe Mullin
Assistant City Manager

July 21, 2021

Mayor John J. Leahy
And
Members of the Lowell City Council

Dear Mayor Leahy and Members of the Lowell City Council,

I am hereby requesting that the City Council adopt an ordinance to create a full-time position entitled American Rescue Plan Act (ARPA) Finance Manager. This position will be funded directly through American Rescue Plan Act funding and will be contingent on the availability of this funding.

As you are aware, ARPA will deliver an estimated \$75.9 million to the City which must be encumbered by December 31, 2024 and spent by the end of 2026. The availability of this funding presents a once in a lifetime opportunity for the City to pursue and implement high-impact projects and programs for which there is generally not adequate funding. Given the magnitude of the task of disbursing this significant funding amount and the extensive guidelines and regulations associated with the funding, we believe that it will be valuable for the City to have a dedicated point person tasked with administering ARPA funds.

Working in coordination with the finance team and key City staff, the ARPA finance manager will be tasked with developing a multi-year spending plan for use of federal relief aid that aligns with the City's priorities and the needs of the community. The individual hired to serve in this role will further oversee the implementation of ARPA-funded projects and programs and monitor them to ensure that they meet the City's established goals for relief aid spending.

While the City has already initiated the processes of planning for the use of ARPA funding, the creation of this role will ensure that the City is positioned to take a thorough and strategic approach to this important task over the course of the period that this funding is available.

I appreciate your consideration of creating this position in the Ordinance.

Sincerely,

Eileen M. Donoghue
City Manager