

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

In City Council

ORDINANCE

An Ordinance creating one (1) new full-time grant funded positions entitled Project Manager and establishing the salary therefor in the Career Center of Lowell a Division of the City Manager's Department.

The City Council by virtue of General Laws, Chapter 43, Section 5 has the right to reorganize the departments of the City of Lowell; and

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

NOW, THEREFORE, 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 amended as follows:

1. In accordance with Chapter 43, Section 105 Mass. General Laws, the following position and salary is created in the Career Center of Lowell a Division of the City Manager's Department, effective upon passage:

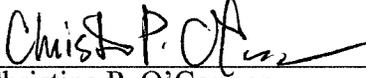
One (1) Full Time Project Manager
(DH05)
(35 hours per week)
Grant Funded

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inconsistent with this Ordinance shall continue in effect, but all provisions of said Code inconsistent herewith are repealed.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
MassHire Greater Lowell Workforce Board
Project Manager**

Job Title: Project Manager
Department: MassHire Greater Lowell Workforce Board/MassHire Lowell Career Center
Reports to: Workforce Board Executive Director
Union: Ordinance/Non-Union
FLSA Status: Exempt
Salary: DH05 (min)\$57,958.16-(max)\$67,998.84

JOB SUMMARY

The Project Manager is a grant-funded position with direct reporting responsibilities to the Executive Director and works closely with the related MassHire Lowell Career Center staff and grant stakeholders regarding the implementation of the Department of Labor's *Disaster Recovery National Dislocated Worker Grant to address the Opioid Crisis in Massachusetts*.

The grant will provide employment, training and support services to eligible participants by assessing them and determining the needs of each individual participant and enrolling them in either **Disaster Relief Employment** - up to 12 months or 2,040 hours of temporary subsidized employment related to the delivery of humanitarian assistance for those affected by the opioid crisis which includes: serving as peer recovery coaches, connecting homeless individuals affected by the crisis with services, community health outreach workers and health and wellness including pain management and **Personal Training or Employment and Training Activities** including occupational skills and/or soft skills training as well as job placement services.

The Project Manager is responsible for the implementation of policies, procedures, and protocols related to the project as well as oversight of day-to-day operations. The Project Manager ensures all required project components are defined, sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. The Project Manager leads and directs the work of others, holding project participants accountable for deliverables, and manages all project deliverables to specified timeframes. This role is both a strategic manager/thinker, candidate should be familiar with a variety of the field's concepts, practices, and procedures and demonstrate the ability to execute projects tactically.

ESSENTIAL DUTIES & RESPONSIBILITIES include, but not limited to:

- Ensure compliance with the rules and regulations established by the grantor; oversee special audits required by grantor in coordination with the Fiscal Agent.
- Perform functions of financial administration and reporting, together with the Fiscal Agent, to include drafting narrative reports on work progress and timely submission of reports, development and adjustment of associated budgets, coordination of budgeted funds, screening and processing requests for expenditures and timely application for reimbursement.
- Oversee all aspects of project implementation and partner coordination for the lifetime of the project, including contracting of partners.
- Organize meetings and maintain partner contacts.
- Coordinate professional development activities, and field expeditions, including the planning and organization of affiliated scientists in order to execute all requirements of the grant.
- Serve as a liaison with principals and other departments as needed to carry out grant deliverables.
- Monitor programs funded by grants to ensure compliance with grantor guidelines.

- Plan and work collaboratively with all personnel to meet objectives and deliverables on time. Ensures that these are well-documented and communicated.
- Direct ongoing purchasing activities.
- Plan and participate in meetings, discussion groups and appropriate events to promote project visibility.
- Perform related work as required

QUALIFICATIONS/REQUIREMENTS

- Strong project management and organizational skills
- Grant management principles and practices.
- Excellent external and internal communication skills.
- Excellent verbal and written communication skills.
- Strong time management and organizational skills
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Demonstrated success working in fast-paced, rapidly changing environment
- Demonstrated ability to excel in a team-based environment
- Knowledge of grant management including accounting and financial reporting.
- Familiarity with government grants is preferred
- Experience with Substance Abuse Recovery programs is a plus

EDUCATION AND/OR EXPERIENCE

A bachelor’s degree in public administration, public policy, planning, business, or related field strongly preferred. Appropriate educational substitutions may be made for required experience. Sensitivity towards customers affected by the Opioid Crisis.

LANGUAGE SKILLS

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

COST ALLOCATION CLASSIFICATION

The person occupying this position must document and be able to support appropriate allocation of their time. The guidelines to be followed shall be the allocation plan of the City of Lowell/Career Center of Lowell. This position is funded through the administrative allocations of all agency State and Federal Grant funding sources.

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 objects, tools, or controls; reach with hands and arms; talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision and the 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. The noise level in the work environment is usually moderate. The work environment is very fast paced. The City of Lowell is a smoke and drug free employer and requires physical with drug screen, and CORI post offer.

EOE/AA/504 Employer

Shannon Norton
Executive Director

Eileen Donoghue
City Manager
City Hall
375 Merrimack Street
Lowell, MA 01852

Dear City Manager Donoghue:

I am requesting that a new position, funded by a federal grant, be created in the City's Ordinance. The Project Manager will be responsible for the day to day oversight and management of our recently awarded ***Disaster Recovery National Dislocated Worker Grant to address the Opioid Crisis in Massachusetts.***

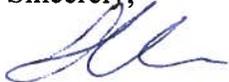
This position will be responsible for the implementation of policies, procedures, and protocols related to the project as well as oversight of day-to-day operations. The Project Manager will ensure all required project components are defined, set deadlines, assign responsibilities, and monitor and summarize progress of this grant. The Project Manager will lead and direct the work of others, holding project participants accountable for deliverables, and will manage all project deliverables to specified timeframes. This role is both a strategic manager/thinker, and this person will deal with a variety of the field's concepts, practices, and procedures and demonstrate the ability to execute the project's goals tactically.

The goals of this grant are to enroll 150 people and place 15 enrollees in on the job training (OJT) and over 40 people in subsidized work experience related to the opioid crisis. The overall employment goal is to have an entered employment rate of 86%. There are several partners involved in this grant including, Community Teamwork, Lowell House, Megan's House, the Sheriff's office, Learn to Cope and Life Connections. We anticipate adding more partners as appropriate. This position will manage the work that will be done with these partner organizations.

This is a large and complex federal grant that will span two years. We do not have the staff in place to absorb this amount of work. We wrote this position in the proposal, which has been funded, in order to have someone dedicated to the success of this high profile grant.

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

Sincerely,



Shannon Norton
Executive Director