



ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR EXECUTIVE OFFICE OF COMMUNITY DEVELOPMENT

CITY OF EVERETT

Serves as Community Development Project Manager, responsible for assisting the Community Development Director, administer the CDBG program. Works with other department personnel in the administration of various planning efforts and community development projects. Serve as the City's project coordinator as required on the renovation and/or construction of municipal buildings, public improvement projects, and private development projects. Maintain all project records and monitor the progress of the work and the project budget on municipal construction and public improvement projects. Act as liaison for the City with contractors to insure adherence to design specifications. Performs technical and professional work in initiating, developing and coordinating planning activities for the City of Everett; prepares and implements plans, programs and services, working with other City professionals to accomplish long and short term economic, social, and environmental goals of the administration. Works under the supervision of the Director of Community Development. Exercises considerable independent judgment in carrying out planning policies, and in rendering professional advice. May direct and supervise the work of subordinates. May oversee and direct, when acting as a project coordinator, the work of various technical, support and professional employees. Perform other duties as assigned. Ability to utilize Microsoft Office computer software. Ability to speak and write effectively. Ability to establish and maintain effective working relationship with employees, officials and the public. Ability to work independently with minimal supervision. Ability to plan, organize and direct the preparation of comprehensive research studies, analyze problems, prepare reports and formulate recommendations. The successful candidate will have a Bachelor's Degree in City, Urban or Regional Planning, Public Administration, Computer Sciences, Political Science, Environmental Sciences, Landscape Architecture, Transportation Planning, Economics, Civil Engineering or a related field. A minimum of five (5) years design and supervisory experience on a variety of projects, principally in the field of construction with demonstrated knowledge in the principles of engineering, surveying construction and operational experience in GIS, AutoCad, HydroCad. Massachusetts Drivers License required Salary commensurate with education and experience. Excellent benefits. Please send cover letter and resume to Human Resources, City of Everett, 484 Broadway, Everett, MA 02149 or email hr@ci.everett.ma.us. Application will be accepted until position is filled. The City of Everett is an Equal Opportunity Employer.