

Capital Program Coordinator - (180007E8)

Official Title: Program Coordinator I

Functional Title: Capital Program Coordinator

Primary Location: United States-Massachusetts-Boston-100 Cambridge Street

Job: Administrative Services

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Nov 2, 2018, 1:47:21 PM

Number of Openings: 1

Salary: \$49,990.46 - \$71,259.76 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

The Program Coordinator I (hereinafter known as the "Capital Program Coordinator"), assists with the administration and coordination of capital programs in the Bureau of Housing Development and Construction within the Division of Public Housing at the Department of Housing and Community Development (DHCD). The Capital Program Coordinator supports bureau operations by: tracking and monitoring construction projects as they move through different phases; processing payments related to these projects; following up on internal and external requests for assistance, information, or action; drafting and transmitting written communication to Local Housing Authorities (LHAs); providing telephone assistance to staff at LHAs; entering data and managing databases that support program management; small ad-hoc research projects; and general administrative duties.

DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):

1. Processes, tracks, logs and if necessary transmits to DHCD Construction Advisors (CAs) and Local Housing Authorities (LHAs) all construction related documents including: payments, requisitions, Notices to Proceed, Change Orders, Certificates of Substantial Completion, and Certificates of Final Completion.
2. Coordinates with LHAs, construction advisors, project managers, and the finance unit to ensure accurate and timely payments of all large project construction payments.
3. Oversees the processing of small project invoices including tracking submissions, approvals, and payments, and reconciling budgets in the CapHub Project Management System.
4. Processes invoices for soft costs on certain capital projects, including tracking submissions, approvals, and payments through CapHub Project Management System.
5. Transmits scanned construction documents to the DHCD Construction Advisors (CAs) and Local Housing Authorities (LHAs).
6. Reviews Change Orders for proper back-up documentation before transmitting same to Construction Management Supervisor. If documentation is deficit, Program Coordinator contacts CA or LHA to rectify.
7. Assists with administration and tracking of special capital initiatives by creating new CapHub projects (including setting up budgets and schedules) and other tasks as needed.
8. Drafts and transmits written communication (using mail merge as necessary) to LHAs, contractors and consultants regarding awards, project close outs, status inquiries, and other program-related data.

9. Serves as an on-call resource for LHAs and contractors by answering questions and providing accurate information about payments, requisitions, and other project-related information.
10. Files & scans miscellaneous documents electronically according to Bureau procedures.
11. Performs data entry, report management, and small research and data cleaning projects as required.
12. Other administrative and coordination duties, as assigned.

PREFERRED QUALIFICATIONS:

1. Ability to analyze and determine the applicability of financial data, to draw conclusions and make appropriate recommendations.
2. Ability to perform mathematical calculations using formulas to solve accounting problems.
3. Ability to work independently.
4. Ability to work in a team setting.
5. Ability to read and interpret documents such as financial reports, accounts and ledgers.
6. Excellent attention to detail, organizational skills, and the ability to follow through on assignments.
7. Ability to manage a workload of competing priorities in a fast-paced, deadline-driven environment.
8. Proficiency using Microsoft Word and Excel.

MISSION STATEMENT

The Department of Housing and Community Development (DHCD) is within the Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents. DHCD's mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent, affordable housing opportunities, economic vitality of communities and sound municipal management.

COMMENTS

Please upload resume and cover letter.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

QUALIFICATIONS

First consideration will be given to those applicants that apply within the first 14 days (11/16/18).

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) two years of full-time, or equivalent part-time, professional, administrative or managerial experience in business administration, business management or public administration the major duties of which involved program management, program administration, program coordination, program planning and/or program analysis, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A Bachelor's or higher degree with a major in business administration, business management or public administration may be substituted for the required experience.*

II. A Bachelor's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Nancy DePaul - 617-573-1100

HOW TO APPLY

Create profile and apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=180007E8>