



City of Chelsea

Housing Development Project Manager (Grant Funded)

Pay Class/Grade: 8

Salary Range: \$51,799.37/year - \$64,904.37/year

POSITION SUMMARY

As a function of the City's strategic housing plan, the Project Manager will assist all facets of housing initiatives through planning and coordinating Department directives toward improvements in housing and conditions related to housing enhancement. Position is to plan strategy and coordinate efforts to meet housing needs. Effectively and in a timely fashion assure the completion of assigned responsibilities and actions that ensure project completion with quality.

EDUCATION AND EXPERIENCE

BS/BA degree preferred in the area of planning or public administration. Two years' experience in responsible position related to housing planning and development and/or project management.

SKILLS, KNOWLEDGE & ABILITIES

Negotiation and problem resolution skill demonstrated through prior similar experience. Familiarity with Community Development Block Grant program. Very good communication skills; ability to meet and deal effectively with general citizenry and the business community toward project completion. Have a working knowledge of city and housing planning principles and practices. Combination of relevant education and experience will be considered. Must be ambulatory and have transportation for site activity requirements. Must have an analytical capacity for the language of State and Federal regulations. Experience in housing construction helpful. Bilingual (English and Spanish) helpful.

Qualified candidates submit a cover letter and resume to Human Resources, City of Chelsea, 500 Broadway, Chelsea, MA 02150. Email to jobs@chelseama.gov, or fax to: (617) 466-4175. Application forms are available in the Human Resources Department, Room 301.

The City of Chelsea is an Equal Opportunity Employer