



SMART GROWTH AND REGIONAL COLLABORATION

## **Municipal Services Specialist**

**SALARY:** \$57,000.00 - \$70,000.00 Annually

**OPENING DATE:** 9/4/19

**CLOSING DATE:** Continuous

### **DESCRIPTION:**

Working closely with the Director of Municipal Collaboration, the Specialist will support municipal officials in building the capacity of local governments to improve the well-being and quality of life for area residents and enhance the effectiveness of city and town services. This is often done by facilitating collaboration between local governments. In recent years projects have included: developing strategic plans for cities and towns, reviewing the operations of municipal departments and making recommendations for improvement, assessing local facilities and equipment needs, providing policy advice on operational and governance matters, developing innovative procurements for vital goods and services, encouraging wider engagement in municipal government, and supporting inter-municipal partnerships across a range of municipal functions.

This position offers an opportunity to work in a dynamic, inter-disciplinary, and innovative environment to improve the quality of service delivery at the local level, helping Greater Boston's cities and towns to become more effective, efficient, and collaborative. The Specialist will work with professionals who are committed to building a more sustainable and equitable future for everyone who lives and works in Greater Boston.

### **About MAPC**

MAPC is the Regional Planning Agency (RPA) serving the people who live and work in metropolitan Boston. Our mission is to promote smart growth and regional collaboration. We are guided by MetroFuture: Making a Greater Boston Region, our regional policy plan for the region, which was adopted in 2008. We are currently working on a successor regional plan, MetroCommon2050, which we expect to complete by 2020. MAPC's staff includes approximately 100 full-time employees located in downtown Boston in a transit-accessible and bike-friendly office.

MAPC encourages all of our staff to develop new ideas to make MAPC's planning and policy work more relevant and impactful, and to adapt to changing times. We strongly support the professional development of each and every staff person, believing their growth to be consistent with the best interests of MAPC and the region. For more information about MAPC, MetroFuture, and MetroCommon, please visit [www.mapc.org](http://www.mapc.org).

## **EXAMPLES OF DUTIES:**

The Specialist will be responsible for the following activities:

- Working with senior city and town officials to identify opportunities for new approaches to providing important municipal services, including by collaborating with neighboring communities or reforming current operations and practices;
- Helping cities and towns to implement new management ideas by identifying the benefits of innovative approaches to service delivery, highlighting mechanisms to overcome barriers, facilitating negotiations among stakeholders, coordinating contributions of subject matter experts, analyzing finances and developing budgets, and drafting and winning agreement for Inter-Municipal Agreements;
- Researching ideas for innovative and collaborative planning, procurement, and service delivery from Massachusetts and other parts of the country, and sharing best practices;
- Keeping abreast of policy and legal issues that will impact cities and towns, particularly federal or state policy with direct implications for area local governments;
- Generating funding for projects, writing grant applications, and overseeing grants and contracts;
- Conducting general project management activities, including developing project plans, managing vendors, reporting on progress, and monitoring project budgets;
- Assisting on other projects in MAPC's Municipal Collaboration Department, on such issues as public safety policy and operations, collective purchasing of goods and services, etc.;
- Playing a role in the development of MetroCommon2050, the new regional policy plan for Greater Boston; and
- Working with colleagues across MAPC to develop and deliver creative project ideas that support MAPC's wider mission.

Evening meetings and local travel are a responsibility for this position.

## **TYPICAL QUALIFICATIONS:**

Candidates must have a Bachelor's degree in public administration, public policy, public management, planning or a related field and at least 3 years of experience in or with a local or regional government or entity that works closely with local governments. A Master's degree in a relevant field may substitute for some of the required experience. Successful candidates will demonstrate all or most of most of the following knowledge, skills and abilities:

- Knowledge and solid understanding of the workings and structure of Massachusetts local

government, including finance, operations and law (or comparable experience from another state);

- Ability to build and maintain professional relationships with a wide range of state and local officials;
- Demonstrated ability to provide effective assistance to public sector clients;
- Experience managing projects, budgets, and sub-contractors;
- Ability to work collaboratively with team members under limited supervision;
- Experience developing and writing project proposals, grant applications, and consulting reports;
- Professional demeanor, strong organizational and client relations skills, and ability to manage and complete several projects simultaneously;
- Respect for deadlines, details and accuracy;
- Strong written and oral communication skills;
- Sound analytical skills and the ability to translate findings into recommendations; and
- Strong Microsoft Office skills, particularly with Outlook, Excel, Word and PowerPoint.

#### **SUPPLEMENTAL INFORMATION:**

##### **Compensation and Benefits**

The starting salary ranges from \$57,000 - \$70,000 depending on qualifications and experience. The position is a full-time exempt position. MAPC offers excellent Massachusetts state employee benefits as well as a flexible, supportive, and family-friendly work environment and a commitment to continued professional development. Our office is located in downtown Boston, in a transit-oriented and bicycle-friendly environment.

##### **How To Apply**

Apply online at [www.mapc.org](http://www.mapc.org). Please attach a cover letter, resume, and writing sample. A review of applications will begin immediately. The position will remain open until filled. Candidates must have legal authorization to work in the USA and a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region.

***MAPC is an EOE/AA employer.***

***We take pride in the diversity of our workforce and encourage all qualified persons to apply.***

