

The Metropolitan Area Planning Council (MAPC) invites applications for the position of:



Municipal Collaboration

Assistant Director

SALARY: \$102,000-\$112,000

DESCRIPTION:

The Metropolitan Area Planning Council (MAPC) seeks a dynamic and committed professional to serve as Assistant Director of the Municipal Collaboration Department. The Assistant Director will supervise four team members within the Department's Municipal Services Division, which works to help local governments to become more forward-looking, collaborative, and inclusive. The Division's current priorities include projects to bridge the digital divide, improve local public health and safety programs, and modernize government finance and operations, making cities and towns more effective and efficient. The Assistant Director will also collaborate with other MAPC departments to support the region's cities and towns on special projects across a variety of municipal functions.

The Assistant Director reports to the Director of Municipal Collaboration and will also support the Director in managing other divisions within the Department, including Cooperative Purchasing, Public Safety, and Emergency Preparedness. The Assistant Director will partner with the Director to expand MAPC's work with municipalities and other strategic partners to meet the changing needs of the region and to implement MAPC's regional plan, MetroCommon2050.

About MAPC

MAPC is the Regional Planning Agency (RPA) serving the people who live and work in metropolitan Boston. Our strategic priorities involve sustainable development, advancing equity, regional collaboration, and creating a climate-friendly region. We are guided by our regional plan, [MetroCommon2050: Shaping the Region Together](#). MAPC's staff includes approximately 100 full-time employees located in downtown Boston in a transit-accessible and bike-friendly office.

MAPC has a hybrid schedule, combining time in the office with remote work. Employees must reside within a commutable distance from MAPC's Boston office.

MAPC strongly supports the professional development of every staff person, believing their growth to be consistent with the best interests of MAPC and the region. We encourage all our staff to develop new ideas to make MAPC's planning and policy work more relevant and impactful, and to adapt to changing times.

This is an opportunity to work in a dynamic, interdisciplinary, and innovative environment with professionals who are committed to building a more sustainable and equitable future for everyone who lives and works in Greater Boston. For more information about MAPC or MetroCommon2050, please visit www.mapc.org.

About the Municipal Collaboration Department

The Department works to improve the quality and efficiency of municipal services; modernize the operation of local governments; help individual municipalities to resolve local problems; increase coordination among municipalities to address common challenges; procure goods and services collectively for the benefit of our cities and towns; and make our communities safer and more resilient. By leveraging federal, state, regional, and local funding, the services we provide can vary over time to meet changing needs. We currently manage grants to close the digital divide; coordinate health care across communities; prepare for and recover from emergencies; address violence by and against youth; address substance use disorder; and protect our communities from natural and man-made disasters.

Responsibilities (including but not limited to)

- Partner with the Director to supervise and support the Municipal Services Division Manager and staff, ensuring their growth and professional development, strong project delivery, and the provision of high-quality services and materials to the cities and towns the agency serves, state agencies, and other stakeholders.
- Assist the Director as needed in the oversight of the other divisions within the Department.
- Encourage cities and towns to collaborate in purchasing, planning, and service delivery; provide technical assistance to municipalities that are pursuing collaborative solutions; and develop inter-municipal agreements and practices. Projects span many municipal functions including public safety, public health, governance, facilities, finance, procurement, data services, clean energy, etc.
- Provide day-to-day oversight and direct programmatic support to MAPC's Apartment Wi-Fi Program (a joint project in collaboration with MAPC's Data Services Department), which enables public housing agencies and affordable housing developers to build free access Wi-Fi networks for residents with funding from the Massachusetts Broadband Institute.
 - Responsibilities include budget oversight; management of vendor engagement contracting, compliance, invoicing, and reporting; and oversight and assistance in the drafting and issuing of procurements, ensuring all applicable laws and grant guidelines are met.
- Work with other MAPC departments to partner in areas critical to the agency's wider mission, including Municipal Master Plans, by providing project support and guidance on navigating relationships with municipal governments.
- Develop and maintain excellent relationships with state agency partners and other regional, and local program partners, including mayors, municipal managers, public safety officers, community-based and non-profit service partners, various local government department heads, and other stakeholders.
- Identify opportunities for the Department to build on its work in regional collaboration and local governance by finding and developing new projects, grants, and partnerships; identify new approaches for providing local and regional services that are more sustainable, equitable, efficient, and effective.
- Manage the Municipal Services Division budget; develop and oversee individual project scopes and budgets.
- Stay well informed on policy or programmatic developments affecting municipal governance and service delivery; work with the Director and MAPC's Government Affairs team to seek legislative, regulatory, and administrative reforms to enhance the effectiveness and efficiency of local government.

Evening events, occasional weekend events, and travel throughout Massachusetts (approximately 4-5 times per month) are a responsibility for this position. MAPC does not require that you have a vehicle; however, you must have a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region. MAPC provides support for travel, including MBTA passes, a Zipcar account, and BlueBikes membership.

Qualifications

Candidates should have a Bachelor's degree in a relevant field, such as public administration or planning and at least 5 years of progressive experience, including management experience, OR a Master's degree in a relevant field plus 3 years of related experience, including management experience, OR an equivalent combination of education and experience.

Massachusetts Certified Public Purchasing Official (MCPPO) designation must be obtained within 12 months of start date; MAPC will support the training and certification process.

The successful applicant will demonstrate all or most of the following skills:

- Deep knowledge of municipal government, municipal finance, public procurement laws and practices, and/or regional collaboration.
- A proven track record as a caring and committed supervisor, with an interest in the achievements and professional development of staff; ability to prioritize projects, assign work, delegate tasks to staff as appropriate, and oversee staff performance.
- Significant experience administering complex programs, including those with significant budgets (\geq \$100,000); proven ability to design, manage, and evaluate programs.
- Proven experience in leading teams or programs and building and maintaining partnerships with people from diverse populations in a wide variety of settings, including communities of color, local and state government (including appointed and elected officials), different ethnic populations, community-based or advocacy organizations, and other stakeholders.
- A demonstrated commitment to public service and regional collaboration; a collaborative management philosophy and an entrepreneurial attitude; capacity to absorb and articulate complex policy and technical topics, supported by strong verbal and written communication skills; task-oriented work ethic, responsiveness to deadlines, and a common-sense approach to moving projects forward.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.

Per MAPC COVID-19 Vaccine Policy, all employees must be fully vaccinated. This position will require the selected candidate to show proof of full vaccination against COVID-19, including up to date boosters. MAPC will consider reasonable extensions or accommodations as required by law.

Compensation and Benefits

The salary ranges from \$102,000-\$112,000 depending on qualifications and experience. This 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 continued professional development.

How to Apply:

Apply online at www.mapc.org/jobs. The position is open until filled, and applications are reviewed on a rolling basis. Interested candidates should submit a cover letter and resume.

Candidates selected to interview will be asked to submit three (3) references plus a sample of relevant writing or work product. 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 participates in E-Verify, which is a federal program that helps us to determine work eligibility in the United States. ~~CORIF APPLICABLE:~~ A Criminal Offenders Records Information (CORI) request must be completed if offered this position. A criminal record is not an automatic bar to employment at MAPC, but it will be reviewed in light of the position and other elements of an applicant's resume.

MAPC is an Equal Opportunity Employer. We believe that a staff with a range of perspectives, experiences, and skillsets strengthens our work. We are committed to building a more equitable workplace that allows staff with diverse backgrounds and identities to thrive, grow, and lead. For more information on MAPC's culture of equity, see our [Equity at MAPC](#) page.

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