

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



Municipal Services Specialist

SALARY: \$65,000 - \$75,000

DESCRIPTION:

The Metropolitan Area Planning Council (MAPC) seeks to hire a Municipal Services Specialist (hereafter, Specialist) who will work closely with a team of Specialists to contribute to and support the management of innovative and important projects that help to bridge the digital divide, improve local public health and safety programs, and modernize local government finance and operations, making cities and towns more effective and efficient.

The Specialist will report to the Municipal Services Manager and collaborate with others in various MAPC departments to provide support to the region's cities and towns on special projects across a variety of municipal functions, often among multiple municipalities. 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. This position will provide an excellent opportunity for responsibility, learning, and career growth.

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 human-caused disasters.

Within our municipal services division, our team provides technical assistance to municipalities who are seeking to modernize their operations and address critical policy challenges, often through collaboration with neighboring communities. To effectuate these changes, we help municipalities pursue a variety of state and federal grants, and local funding sources. We also oversee and implement the MAPC [Apartment Wi-Fi program](#). This program enables public housing agencies and affordable housing developers to build free access Wi-Fi networks for residents. Funding for this program comes from the Massachusetts Broadband Institute at the MassTech Collaborative.

We welcome to our staff team intelligent, thoughtful, and entrepreneurial professionals who are committed to improving the quality of life in Metro Boston and beyond.

Responsibilities (including but not limited to)

- Collaborate with the Department Director, Assistant Director, and Municipal Services Manager to engage senior municipal officials to identify new approaches for providing local services that are more sustainable, equitable, efficient, and effective. This can include reforming local operations or collaborating with neighboring communities. Projects span many municipal functions including public safety, public health, governance, facilities, finance, procurement, data services, and clean energy;
- Collaborate with other members of the department to create the framework and parameters for municipal service sharing. Work with colleagues, including MAPC's legal counsel, to draft Inter-Municipal Agreements (IMA), Memoranda of Understanding (MOU), and contracts that outline roles and responsibilities. Gather and implement feedback on agreements and support approval, execution, and implementation processes;
- Research emerging state and federal government policies affecting local government operations, procurement, and finance. Identify opportunities to support municipalities through changing regulatory environments;
- Assist in managing a portfolio of resident-focused technology projects to stand up free, in-unit public Wi-Fi services. Tasks include identifying sites, procuring solutions, managing contracts, and providing other support services to help implement projects that close the digital divide;

- Conduct public procurements on behalf of municipal partners, covering a variety of goods and services, consistent with applicable laws, including public wi-fi network solutions;
- Generate and identify funding for projects. Write grant applications, oversee grants, contracts, deliverables, and reporting requirements; and
- Work across MAPC departments with colleagues to develop and deliver creative project ideas that support MAPC's mission.

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 for this position should have a Bachelor's degree in public administration, public policy, city and regional planning, government management, or a related field and a minimum of 2 years of relevant work experience **OR** a Master's degree in public administration, public policy, city and regional planning, government management, or a related field and 1 year of relevant work experience.

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

- Interest in learning about the workings and structure of Massachusetts local government, including finance, operations, procurement, and law (or comparable experience from another state);
- Demonstrated experience in some or all aspects of municipal service delivery, including municipal information technology infrastructure, public health services, public works, public safety, planning and development, and/or others;
- Strong communication, collaboration, and project management skills;
- Strong and efficient writing skills with the ability to write contract and procurement documents in a supportive environment and tailor other communications to a range of audiences;
- A professional demeanor and a positive "can do" attitude;
- A task-oriented work ethic, attention to detail, ability to manage priorities, work independently, and meet deadlines;
- Advanced computer skills including working with MS Word, MS Excel, MS Outlook and Adobe.

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 \$65,000 - \$75,000 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.

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.