



BRA/EDIC EMPLOYMENT OPPORTUNITY

TITLE: PROJECT MANAGER

JOB POSTING #27-14

EMPLOYMENT STATUS: EDIC Employee

POSTING DATE: 6/24/14

DIVISION/DEPT: ECD/DEVELOPMENT REVIEW

**This job posting will remain posted for 10 working days (7/8/14) before a hiring recommendation can be made*.*

SUMMARY: Under direction of the Director for Development Review & Policy, assist with the management of development projects, manage and coordinate the design and development review process of mid-size commercial, residential, industrial or institutional projects through to preparation of final proposal for Board consideration. This is a fully competent project manager, requiring supervisory consultation on unusual or complex political or administrative issues. Generally, the incumbent serves in a lead role on small- or medium-sized projects; may also undertake large complex projects. Incumbent may have developed a specialty within a specific project development area.

Review and evaluate mid-size commercial, residential, industrial or institutional proposals submitted by developers. Guide and coordinate passage of proposal through design and development review process. Initiate contact and coordinate review and input from all involved parties. Develop and monitor timetables.

Conduct and coordinate feasibility studies of the project, including proposed use and cost, conformity with zoning requirements, traffic studies, land use studies, environmental impact, etc. Compile and prepare reports and memoranda documenting methods and outcomes; distribute to involved parties.

Meet with developers and architects to negotiate agreements and revisions to project design and development. As applicable, participate in the development and preparation of institutional master plans; meet with institution representatives to negotiate and achieve consensus; document master plans and their amendments or updates.

Establish and cultivate effective working relationships with representatives of community groups, government, industry and other entities that have interests in project development process.

Plan and schedule meetings with community groups, citizen advisory groups or task forces, abutters, and other interested public entities to present and discuss proposed project. Moderate and facilitate discussion; plan and implement community participation strategies to solicit useful feedback; serve as communications link between community/citizen groups and developers. Propose and negotiate agreements between developers or their representatives and community groups to achieve consensus and make joint recommendations on project plans.

Collaborate with representatives of Planning Department and other City agencies or departments in project review process.

Coordinate development review process with city, state, and federal agencies and private interests.

Manage the integration and consolidation of interests of developers, community, government, and other involved parties; develop and produce final proposal for Board presentation that is supported by all groups.

Manage and coordinate the preparation and review of land disposition agreements, ground leases, licenses, developer's kits, design guidelines and planning documents; oversee appropriate distribution and approvals.

Prepare urban design and planning proposals, including perspective drawings and other design graphics for use in negotiations with developers about building heights, density and land use.

Participate in planning and formulating financing strategies for projects. May participate in identifying potential tenants, developing leases, brokering sales, etc.

Develop and research recommendations on the disposition, sale and/or redevelopment of City and/or BRA-owned parcels. Formulate and prepare guidelines for residential and commercial development on BRA-owned parcels.

Prepare reports, memoranda, recommendations and other materials for Board review. Participate in the formulation and recommendation of project design and development policies for Boston neighborhoods.

May assist in construction project management and monitoring. Maintain and update current knowledge of Boston economy, commercial/industrial base, neighborhoods, and institutional constituencies.

Perform other related duties as required.

QUALIFICATIONS: Work requires completion of a Bachelors degree in Political Science, Business Administration, City Planning or equivalent. A Masters degree is preferred. Must have five to seven years of progressively responsible related experience in the fields of government, urban planning or economic project management. Current familiarity with Boston's economic, commercial, institutional and industrial bases and neighborhoods is required.

GRADE: 20

HIRING RANGE: \$62, 038.70 - \$74, 602.90

To Apply: Submit resume to: Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

E-Mail: hr.bra@Boston.gov

An Equal Opportunity Employer

BOSTON RESIDENCY REQUIRED ON DATE OF HIRE