



# BRA/EDIC EMPLOYMENT OPPORTUNITY

**TITLE: PROJECT ASSISTANT**

**JOB POSTING #34-14**

**EMPLOYMENT STATUS: EDIC Employee**

**POSTING DATE: 8/7/14**

**DIVISION/DEPT: ECD/DEVELOPMENT REVIEW**

*\*This job posting will remain posted for 10 working days (8/20/14) before a hiring recommendation can be made\*.*

**SUMMARY:** Under direction of the Director for Development Review & Policy or designee, assist with the coordination of various projects as assigned. Anticipate and follow through on matters that involve development review. Assist in the coordination of the design and development review process for commercial and residential projects through to preparation of final proposal for Board consideration. Generally, serve on small or medium-sized projects; may assist on large, complex projects.

As assigned, coordinate the review and evaluation of mid-size commercial and residential proposals submitted by developers. Assist in coordinating passage of proposal through design and development review process. As assigned, initiate contact and coordinate review and input from all involved parties. Monitor timetables.

Assist in coordinating 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 for supervisor review and subsequent distribution to involved parties.

As assigned, assist Project Managers in coordinating meetings with developers and architects to negotiate agreements and revisions to project design and development. Coordinate the scheduling of meetings with community groups, citizen advisory groups or task forces, abutters, and other interested public entities to present and discuss proposed project

Provide administrative support for management of Impact Advisory Groups (IAGs) that are involved in the development review process. This will entail coordination with project managers in the selection and notification of IAG members as well as distribution of letters, project information and other materials related to projects under review by the IAG.

Assist in coordinating development review process with city, state, and federal agencies and private interests.

As assigned assist in the production of final proposal for Board presentation.

As assigned assist in the preparation of land disposition agreements, ground leases, licenses, developer's kits, design guidelines and planning documents for review by supervisor and subsequent distribution and approvals.

As assigned, assist in preparing 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.

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

Research recommendations on the disposition, sale and/or redevelopment of City and/or BRA-owned parcels. Assist in preparing guidelines for development on BRA-owned parcels.

Prepare reports, memoranda, recommendations and other materials for supervisor to present to BRA Board for review.

May assist in construction project monitoring.

Maintain and update current knowledge of Boston economy, industrial base and neighborhoods.

Perform other related duties as required.

**QUALIFICATIONS:** Work requires completion of a Bachelor's degree or equivalent and one to three years business experience. Good public contact and presentation skills are needed. Experience with office software a plus. Ability to effectively manage multiple projects in a fairly fast-paced environment is extremely valuable.

**GRADE: 17**

**HIRING RANGE: \$52, 518.36 - \$59, 525.86**

**To Apply:**

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

**E-Mail:** [hr.bra@Boston.gov](mailto:hr.bra@Boston.gov)

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**BOSTON RESIDENCY REQUIRED ON DATE OF HIRE**