

# CITY OF GLOUCESTER

## Job Description

**Title:** Senior Project Manager

**Supervisor:** Grants Administrator

**Grade:** M-5

**Civil Service:** Provisional                      **Union:** GMAA

### **Supervision**

**Exercised:** May supervise Grants Manager and interns during absence of Grants Administrator.

**Responsibilities:** Manages projects for CDBG, HOME and other assigned community development projects for which there is dedicated administrative funding. Manages multiple projects simultaneously, including projects involving multiple funding sources. This is a grant funded position.

**Duties:** The essential functions or duties listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- ◆ Maintains and keeps current regulations that govern assigned project management duties. These may include CDBG, HOME, Mass. Historical, DEP, EPA and CPA.
- ◆ Manages planning, development and completion of assigned projects from allocation through contracting and completion phases.
- ◆ Provides regular contact with federal, state, and local agencies and organizations related to potential grants.
- ◆ Assists in the preparation and implementation of grant applications and all necessary plans and reports required, such as, the Consolidated Plan, Annual Action Plan, RROF, FONSI and RFP's.
- ◆ Develops budgets and forecasts in consultation with the Grants Administrator.
- ◆ Manages the monitoring process for grant and loan funded projects administered by the Grants Division. Ensures site visits, annual monitoring visits, reporting requirements and all other monitoring regulatory requirements are met.
- ◆ Supervises all CDBG/IDIS accounting for the department to fulfill financial, budgeting and performance requirements for funded grants, loans and contracts.
- ◆ Assists in the planning process for future housing, economic development, and public service projects.
- ◆ Assists in management of the Environmental Review Process.
- ◆ Ensures compliance with prevailing wages and related regulations.
- ◆ Must be able to attend occasional night meetings.
- ◆ Performs all other duties as assigned by the Grants Administrator.
- ◆ Provides staff support to committees as assigned.

**Qualifications:**

- ♦ Bachelor's degree in planning, public administration, or related field plus a minimum of two years demonstrated experience in CDBG project management and finance applications, or similar grant or project management experience.

**OR**

- ♦ A minimum of 5 years of progressively responsible work experience demonstrating knowledge and compliance with State and/or Federal regulations in project management and finance applications may substitute for the above combination of education and experience.
- ♦ Ability to comprehend and enforce changing CDBG, HOME, and other grant regulations. Previous monitoring experience preferred.
- ♦ Demonstrated strong computer skills, including spreadsheets, database, and reporting applications.
- ♦ Demonstrated skills in supervision, processing multiple projects simultaneously, and in working accurately with numbers and detail.