



JOB POSTING – May 10, 2019
DEADLINE- Until filled
Senior Project Manager
Office of Planning & Development

Position Summary: Performs professional planning and economic development work.

Essential Functions: Provides assistance and recommendations to the Mayor, City Council, and other city departments related to planning and implementation of the City's plans, including the Master Plan, the Urban Renewal Plan. Coordinates policy, systems, and environmental change to foster a healthier and more vibrant community by creating conditions that support public realm activation and healthy behaviors such as the promotion of healthy and safe physical environments, active living, creative place-making opportunities, and healthy eating. In coordination with the Bicycle and Pedestrian Committee, leads planning and implementation actions related to public infrastructure for public realm, open space, and multi-modal transit option activation, including in the implementation of the complete streets policy and managing project that make streetscape improvements and other construction activities, including sidewalks, street paving, bike lanes and parking facilities. Attends board and commission meetings. Attends regional planning and other meetings. Serves on committees and boards. Prepares regional, state, and federal planning program documents. Researches, writes, and manages grants for strategic projects. Supervises staff or consultants on a specific project or task. *The functions above are normal for this position. Other duties may be required and assigned. The essential functions or duties listed above are intended only as examples of the types of work that may be 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.*

Knowledge, skills, and abilities required: Knowledge in urban planning, place-making, land use, public infrastructure, economic development and related state and federal laws and regulations; Knowledge of grant policies, procedures and methods; Ability to prepare correspondence and reports; Ability to develop effective relationships with other city employees, elected and appointed officials, contractors, community collaborators and the public; Ability to communicate effectively both orally and in writing. Ability to read property and roadway site plans; Excellent presentation skills and grant management skills. Proficient computer skills including MS Office applications. Bilingual English-Spanish preferred.

Education, experience, certification, licensure required: Three years of experience in urban or regional planning or equivalent education and experience. B.A. in Urban Planning, government, urban geography or other field closely related to urban or regional planning. Master's degree in a field closely related to urban or regional planning preferred.

Supervision: Reports to Director, Planning and Economic Development; Provides supervision of employees and contractors, assigning tasks and monitoring performance.

Job Environment: Work is performed under typical office setting; Work environment has a moderate noise level; Infrequent work is conducted in the field with exposure to various weather conditions; Frequently travels regionally, tours off-premises work sites and attends evening meetings; Operates an automobile, computer, and standard office equipment; Makes frequent contact with the public, municipal, state and federal representatives, elected officials, agencies and regulatory bodies, and contractors. Has access to department-related confidential and/or sensitive information. Errors in judgment could result in delays or loss of service, injuries to others, monetary loss, and have legal or financial repercussions.

Physical Requirements: Employee is regularly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Employee may occasionally lift and/or move objects weighing up to 10 pounds. Vision and hearing at or correctable to normal ranges. *The physical demands described above are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation(s) if needed will be provided for the employee with the adequate strength, dexterity, coordination, and visual acuity in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.*

Fair Labor Standards Act (FLSA) status: Exempt

Employment status & Hours: Regular Full-Time employment, 35 hours per week, Monday-Friday 8:30a-4:30p.

Pay Rate: \$46,151-\$62,305, subject to experience, qualifications and appropriation

Employee Benefits: Health, Dental, Life Insurance, Flexible Spending Account (FSA)

Please send letter of interest, resume, and three references by email only to (Personnel@Holyoke.org)

Attn: Personnel Director.

No phone call inquires or walk-in applications, please.

The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.