

## CITY OF NORTH ADAMS, MASSACHUSETTS

<b>Title:</b> Project Coordinator	<b>Grade:</b> S-32
<b>Department:</b> Office of Community Development	<b>FTE:</b> 1.0
<b>Reports to:</b> Director of Community Development	\$43,047.00

### POSITION SUMMARY

The Project Coordinator supports community, economic, and housing development initiatives overseen by the North Adams Office of Community Development. The coordinator plans and organizes projects and programs to advance short and long range community development plans with a focus on efforts aligned with the city's Vision 2030 comprehensive plan. The coordinator acts as the local project manager as various grant-funded initiatives, and performs all other related work as required.

### PRIMARY DUTIES

- Provides key assistance in the implementation of projects funded through state and federal sources.
- Collects, analyzes, and compiles demographic and other socio-economic data along with physical development attributes and local data as may be needed for grant research, development, and proposal submissions.
- Prepares reports, plans, and studies on community, economic, and housing development needs and opportunities, including neighborhood revitalization, historic preservation and survey planning, housing development and rehabilitation, infrastructure, downtown development, and environmental remediation initiatives.
- Prepares a range of department publications, including brochures, newsletters, reports, press releases, and public notices.
- Attends community meetings as necessary to carry out community development program activities.

### EXPERIENCE AND QUALIFICATIONS

- Bachelor's degree in urban and regional planning, public administration, or related field with three years responsible experience in planning and municipal development; an equivalent combination of education and experience may be considered.
- Knowledge of the federal Community Development Block Grant (CDBG) program, and the state MassWorks program, as well as other potential local, state, and federal funding sources is highly desirable.
- Thorough knowledge of professional planning methods and current practices in implementing community plans; ability to integrate contemporary planning theory with political and fiscal realities; experience with grant funding sources, grant research, and writing; familiarity with local government land use management, including zoning, development review, and environmental protection.

- Experience in project management with and without construction integration; community planning; map use and interpretation, including GIS. Should have working knowledge of housing, neighborhood planning, downtown initiatives, historic preservation, social and human services initiatives; open space and recreation including bike and pedestrian pathway development, public facilities, and infrastructure planning.
- The ability to keep projects on schedule, the coordination of all stakeholder meetings, and preparing all required reports to funding agencies is of paramount importance.
- Strong oral and written communication skills and computer skills required with the ability to plan and manage completion of multiple projects and special assignments.

## **PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS**

The position requires a moderate amount of walking, standing, sitting, and climbing stairs whenever necessary. Activities also include moderate physical exertion in body movement such as reaching, bending, twisting, grasping, pushing, and pulling of objects. The position requires lifting objects of 40 pounds on a frequent basis, and over 40 pounds occasionally. There is a frequent requirement of fine manipulation associated with the required use of a computer, typewriter, keyboard, calculator, and other business technology.

## **APPLICATION PROCESS**

Review of applications will begin immediately. Interested candidates are invited to submit an application along with cover letter, resume, and references to:

Diane Stevens  
Office of the Mayor  
City Hall – 10 Main Street  
North Adams, MA 01247

or by email to: [dstevens@northadams-ma.gov](mailto:dstevens@northadams-ma.gov)

*The City of North Adams, Massachusetts, is an affirmative action, equal opportunity employer.*