



## Employment Opportunities in Cambridge

# NOTICE OF POSTING

**POSTING DATE:** June 17, 2010

**CLOSING DATE:** August 5, 2010

Cambridge residents are especially encouraged to apply.

**Department:** Community Development Department  
**Job Title:** Assistant City Manager  
**Job Code:** O020-701  
**Civil Service Position:** Non Civil Service position  
**Union Affiliation:** None  
**Hours Per Week:** 37.5 hours per week plus frequent evening meetings

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

This is a cabinet level position in a vibrant city with a multi-cultural population of 101, 000. Principal responsibilities include directing and coordinating the City's physical planning and development efforts in affordable housing, zoning and land use, urban design, neighborhood and open space planning, transportation, environmental planning and economic development. The position takes a major role in directing sustainability policy. The successful candidate will manage a staff of 50 and a budget of \$5.3 million as well as federal, state and local grant and capital funds. This highly visible position requires excellent communication, negotiation, planning and management skills. Reports to the City Manager and Deputy City Manager. The specific duties of the position include but are not limited to the following:

- Leads and motivates staff and provides direction in all substantive areas of activity of the department
- Provides professional planning and development advice to supervisors and other officials
- Works closely with City Council on zoning amendments, planning studies and other policy initiatives
- Oversees the permitting functions of the department, including staffing the Planning Board, and reviewing special permits, zoning petitions and major development projects, to guide growth in a responsible and sustainable manner
- Provides leadership and direction in the development of short and long range plans; provides demographic data in support of city reports and policies
- Communicates official plans, policies and programs to the general public and community groups
- Works with federal, state and local officials, representing city interests
- Oversees management of Community Development Block Grant, HOME and other grants
- Oversees preparation of annual operating and capital budgets
- Participates in financial and programmatic audits
- Works closely with appointed groups, including the Cambridge Affordable Housing Trust ad hoc working groups and others
- Works collaboratively with other city departments in the areas of infrastructure improvement, open space planning, workforce development, transportation planning and others
- Works effectively with local universities and colleges on "Town Gown" issues
- Other related duties as required

### MINIMUM REQUIREMENTS:

Seven years of experience managing professional staff in a municipal or similar context. Demonstrated experience in several of the following areas required: zoning, land use, urban design, affordable housing, transportation, environmental planning and sustainability, and economic development. Prior experience and demonstrated success in working with diverse community groups and interests. Should be prepared to manage multiple demands across many planning areas, lead large community meetings and planning processes, be highly organized and have excellent writing, oral and communications skills. Master's degree in planning, public administration, or related field, and knowledge of the local community is preferred.

**PHYSICAL DEMANDS:** Ability to access, input, and retrieve information from a computer. Answer telephones and maintain multiple files. Must read and analyze large quantities of information. Must have sufficient mobility to get back and forth from office to offsite meetings. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**WORK ENVIRONMENT:** Work is conducted primarily in an office environment with fluorescent lighting, air conditioning, computers and other standard office equipment, but also involves meetings in other offices or facilities.

**RATE:** \$135,000 - \$156,700

**APPLICATION PROCEDURE:**

Internal applicants submit a job bidding form and 2 copies of both your resume and letter of interest; external applicants submit 2 copies of both your resume and letter of interest by 5pm on the closing date via email to: [employment@cambridgema.gov](mailto:employment@cambridgema.gov) or to Personnel Dept, Room 309, City Hall, 795 Massachusetts Avenue, Cambridge MA 02139. Fax 617-349-4312

THE CITY OF CAMBRIDGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. WOMEN, MINORITIES, VETERANS, AND PEOPLE WITH DISABILITIES ARE STRONGLY ENCOURAGED TO APPLY.

**CITY OF CAMBRIDGE RESIDENTS ESPECIALLY ARE ENCOURAGED TO APPLY.**