BRA/EDIC EMPLOYMENT OPPORTUNITY PLEASE POST!!

TITLE: SPECIAL ASSISTANT
TO DEPUTY DIRECTOR FOR COMPLIANCE

EMPLOYMENT STATUS BRA (Development Program Employee)
(Definition Attached)

DEPT/DIV: COMPLIANCE/ECONOMIC DEVELOPMENT

JOB POSTING NO.	**21-05**
POSTING DATE:	**8/24/05 Rev: 10/21/05**
EXTERNAL DATE:	**9/7/05**
FILLED BY:	
DATE:	
NAME:	

Under the direction of the Deputy Director for Compliance, participate in all activities related to the BRA/EDIC compliance function. Provide technical support relative to compliance reporting. Assist in the design, implementation and evaluation of systems that will audit all commitments contained in BRA related agreements/documents; update information on a regular basis. Assist in ensuring that all legal agreements are in full compliance with existing standards. Create and maintain a new database system for tracking all aspects of all compliance projects. Assist in the integration of these new or improved systems. Assist in development and administration of Compliance Department operating budget. Undertake special compliance projects, including preparing reports, memos correspondence etc. on behalf of the Deputy Director for Compliance.

Participate in all activities related to the BRA/EDIC Compliance function.

Provide technical support relative to compliance reporting.

Design, implement and evaluate systems that audit agreements for compliance on a regular basis, to ensure efficiency, accuracy, and effectiveness. Make electronic data processing system additions to enhance internal and external reporting as warranted.

Participate in ensuring full compliance with legal agreements governing the BRA's Housing Portfolio, Redevelopment Cooperation Agreements, Development Impact Project and Land Disposition Agreements. Assist in monitoring and enforcing compliance with City of Boston regulations, ordinances and executive orders regarding BRA/EDIC construction projects, City of Boston Residents Jobs Policy, existing Licenses and Leases.

Maintain and enhance an up-to-date inventory of all legal agreements in both electronic and hard copy systems.

Create and maintain a new database system for tracking all other aspects of all compliance projects. Assist in the integration of these new or improved systems.

May assist in reviewing and improving policies and procedures that address instances of non-compliance.

Assist in monitoring workloads. May assist in selecting , training and coaching staff.

Assist in development and administration of Department of Compliance operating budget.

May identify additional resources to fulfill Department's mandate and make appropriate recommendations.

Interact with all departments within the BRA/EDIC including the Director's Office, Legal, Administration and Finance, Jobs & Community Service, Economic Development (Asset Management, Community Development & Housing, Capital Construction, Development Review, Industrial Development and Operations), Planning (Urban Design, Zoning) and the Office of the Executive Secretary.

Collaborate with various city departments including but not limited to Dept. of Neighborhood Development (DND), The Mayor's Office of Neighborhood Services (ONS), and the Treasurer. Safeguard and maintain the confidentiality and integrity of all information.

Undertake special compliance projects. Prepare reports, memos correspondence etc. on behalf of the Deputy Director for Compliance.

Perform other related duties as required.

QUALIFICATIONS: Work requires completion of a Bachelors degree in Business Administration, or Computer Science, Paralegal studies, related field or equivalent, plus 5-7 years of related experience in administration and compliance monitoring. Current knowledge of all applicable statutes, regulations and ordinances is highly desirable as is familiarity with reading, interpreting and understanding legal documents. Some real estate background is preferred. Must have exceptional database management skills with the ability to create databases. High level proficiency with office software is required. Excellent communication and interpersonal skills are required to interface with people at all levels of government and the private sector. Exceptional organizational and critical thinking skills are necessary.

GRADE: 21 **HIRING RANGE**: **$55, 016.43 - $67, 556.50**

To apply: Submit resume to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.
E-Mail: hr.bra@ci.Boston.MA.US Fax: 617-918-5458

An Affirmative Action/Equal Opportunity Employer
Auxiliary aids and services are available upon request to individuals with disabilities.
BOSTON RESIDENCY REQUIRED ON THE DATE OF HIRE.

RESOLUTION ADOPTED BY THE
BOSTON REDEVELOPMENT AUTHORITY
DECEMBER 12, 1968

1. RE: Establishment of a class of temporary employees to be known as Development Program Employees.

Whereas, the expanded staff requirements for carrying out the Boston Development Program will exist for a temporary period and can best be met by a maximum flexibility in hiring, dismissal, promotion, and transfer of staff, and

Whereas, if such staff were to be classified as permanently employed within the meaning of Section 2600 of Chapter 121 of the General Laws, it would seriously jeopardize the Authority's ability to carry out the program with maximum efficiency and economy,

Therefore, be it Resolved that there shall be established a new class of temporary employees of the Authority which shall be known as Development Program Employees who shall be employed from time to time for work in the Development Program and shall not be considered as permanent employees of the Authority. All such employees, unless otherwise specifically provided, may be dismissed at any time for cause or on three months' notice without cause.