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NOTICE OF POSTING POSTING DATE: CLOSING DATE:

JOB TITLE Redevelopment Officer

DEPARTMENT: Cambridge Redevelopment Authority

Full time, one (1) year assignment

DUTIES & RESPONSIBILITIES:

The Redevelopment Officer will work full-time for the Cambridge Redevelopment Authority Board but will be expected to interact and collaborate with City departments such as Community Development and Public Works. This will be a one year assignment. During the one-year term, the Board expects to make decisions on staffing on a longer term basis. This decision will be influenced by the results of the strategic plan and the potential projects for board involvement. Specific duties include but are not limited to the following:

Facilitate a Strategic Planning Process

Guide a 6 to 9 month Strategic Planning Process that reviews the powers and responsibilities granted urban renewal authorities in the Commonwealth in order to determine and prioritize how the Board can help the City implement critical components of an economic development strategy. Included in this process will be an assessment of how the Board might be helpful beyond Kendall Square in other parts of the City where public involvement in redevelopment partnerships could be of benefit as well as an examination of the need for, and importance of the CRA remaining an independent body. The Board is interested in "thinking outside of the box" to propel innovation that has taken root in Kendall Square. The Strategic Planning process will set goals for housing, open space and commercial development as components of the urban renewal planning. The Board is also looking for ideas for potential revenue streams..

Build Relationships

Establish and maintain relationships with appropriate City staff and state and federal offices that oversee policy and funding for redevelopment activities.

Establish and maintain relationships with the business and neighborhood leaders in Kendall Square to ensure that the Board is kept apprised and involved in issues of concern to both constituent groups. This includes the business, condo owners and institutional members of the Kendall Square Association as well as members of the East Cambridge Planning Team, Area Four Coalition and other neighborhood associations in and around Kendall Square.

Work with City Departments on Infrastructure and Planning

Coordinate infrastructure and public realm improvements in Kendall Square, including linking the CRA to the city's planning and zoning initiatives for this area of the City.

Evaluate and Implement Administrative Support Services

The CRA day-to-day operations have been reduced in recent months as the Board has begun its evaluation for the future. Currently the Deputy Director for Community Development in Cambridge has been the Acting Director for the CRA, working on loan part-time. It is anticipated that once the Redevelopment Officer position is filled, arrangements will be made to provide operational support for the Board as needed. There is an unusual opportunity for the Redevelopment Officer to create the structure for services needed to support the work of the Authority through consulting services or partnerships with the City.

MINIMUM REQUIREMENTS:

<u>Education</u>: Bachelors Degree required; Masters Degree in public policy, real estate, urban planning, architecture or relevant field preferred.

Experience: 7 to 10 years in work involving planning, real estate, public-private partnerships, budgets, urban renewal or other areas related to the tasks outlined in this job description

<u>Knowledge/Skills/Expertise</u>: Knowledge of the City of Cambridge, urban renewal, business development, real estate, infrastructure, strategic planning, project management all helpful. Knowledge of urban design and public funding also desired Familiarity with public sector service and legislative procedures helpful as well.

This is an opportunity for a self-starting person who can work independently and can offer creative ideas based on understanding the needs of the City and the potential for the Authority

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.

SALARY: Competitive based on qualifications and experience

APPLICATION PROCEDURE:

Interested candidates should address a cover letter to Kathleen Born, Chair Cambridge Redevelopment Authority and submit the cover letter and resume to: CRA@cambridgema.gov.

THE CAMBRIDGE REDEVELOPMENT AUTHORITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, VETERANS, AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.