
TOWN OF MARBLEHEAD
NOTICE OF JOB VACANCY

10/3/2023
Date Posted

Application for this vacancy will be received
until filled

ARPA Coordinator

Position Title

Contract Position up to \$75,000/annually

Grade Salary

N/A Contract position

Regular Working Hours

Town Administrator

Department Head

Responsibilities (Brief Job Description):

See attached job description

Interested candidates are invited to submit a resume or application for employment to the Department Head listed above. Applications for employment are available at the Select Board's Office.

All applications will be considered without regard to age, race, religion, color, sex, physical or mental disability, or national origin.

This memo posted by:

Thatcher Kezer

Name

Town Administrator

Title



Erin M. Noonan, Chair
M.C. Moses Grader
Bret T. Murray
James E. Nye
Alexa J. Singer

Office of the
SELECT BOARD
ABBOT HALL
188 Washington Street
MARBLEHEAD, MASSACHUSETTS 01945

Thatcher W. Kezer III
Town Administrator

Town of Marblehead ARPA COORDINATOR

This is a temporary, grant-funded position, funded through the American Rescue Plan Act (ARPA) expected to last through December 30, 2026.

Job Description

The ARPA coordinator is under the direction of the Town Administrator or designee. The position will oversee ARPA-funded economic development projects and act as a business liaison, implement the Local Rapid Recovery Program, grant writing, compliance reporting, and other work as directed and needed.

Responsibilities

Leads implementation and oversees ARPA funded planning projects.

- Ensures ARPA-funded projects are undertaken in a manner consistent with all federal requirements.
- Serves as the point of contact for businesses, advocates, community partners, and the public for questions, requests, and issues relative to economic development.
- Designs dashboards and other public-facing tools to increase transparency and builds public understanding.
- Provides leadership on ARPA-related communications and community engagement plans, in partnership with the chamber of commerce rotary and other business groups and businesses.
- Advises and supports ARPA project leaders on processes, reporting, and systems necessary to reach the project goals.
- Ensures ARPA funding deadlines are met, and key project milestones are completed on time and within budget.
- Coordinates ARPA-related initiatives across town departments and agencies.
- Ensures ARPA-funded activities are eligible and compliant with all applicable, state, and federal policies, rules, and regulations.

- Tracks project milestones, organizes and staff ARPA project management meetings, produces reports on projects and spending progress.
- Develops and implements performance management strategies, including the identification and definition of key performance measures, and the creation of measurement tools and reports.
- Works closely with the Finance Department to ensure timely reporting and overall compliance with ARPA and all other relevant federal, state, and local regulations.
- Works on various Finance strategic initiatives as needed.
- Perform related work as required.

Minimum Qualifications

Three (3) years of full time, or equivalent part-time, experience in program management or project management. Appropriate educational substitutions may be made.

- Bachelor's degree in economic development, marketing, urban planning project management or a related field.
- Proven track record of successfully managing complex initiatives with multiple work streams.
- Experience with federal and state regulations relating to federal grants.
- Experience with developing and implementing performance management tools.
- Excellent organizational, program management, writing, negotiation, speaking and interpersonal skills.
- Working knowledge or Experience with Microsoft Office and Excel.
- Ability to exercise good judgment and focus on detail.

This is a contract position up to \$75,000.00/annually depending upon experience.

Send resume and cover letter to Town Administrator, Abbot Hall, 188 Washington Street, Marblehead, MA 01945; email wileyk@marblehead.org ; AA/EOE. Resume and cover letter due October 17, 2023 (or until filled). For the full job description visit

<https://www.marblehead.org/about-marblehead/pages/town-employment-opportunities>