



# Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – [dmccclanahan@cityofhaverhill.com](mailto:dmccclanahan@cityofhaverhill.com)

Sheila Pelczar, HR Technician – [spelczar@cityofhaverhill.com](mailto:spelczar@cityofhaverhill.com)

Christina Carrie, Head Clerk/Floater – [ccarrie@cityofhaverhill.com](mailto:ccarrie@cityofhaverhill.com)

**September 30, 2021**

**JOB # 2021-041**

**PLEASE POST  
ANTICIPATED OPENING**

**POSITION:** ARPA Director (temporary position)

**HOURS OF WORK:** Monday-Friday/35 hours per week

**SALARY:** \$100,000-\$125,000 per year  
Up to 3 year appointment (or until funding is exhausted)

**GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

The ARPA Director will be responsible for the professional and administrative management organizing and leading all aspects of the implementation of the American Rescue Plan Act funding for the City of Haverhill.

The ARPA Director's responsibilities include leading the City's strategic planning and community outreach efforts around the programming of ARPA funds. This will require engaging with multiple stakeholders with the City of Haverhill and the community to determine goals and priorities and develop appropriate programming to meet the stated goals. The Director will also need to work closely with the City's Finance Department to ensure programs fit within the available budget and that expenses proposed are appropriate and eligible under the ARPA guidelines.

**ESSENTIAL FUNCTIONS:**

- Lead the City's efforts to determine how to best utilize ARPA funding, over the life of the funds, including engaging with internal and external individuals and consultants.
- Provide strategic direction to the ARPA planning process including developing funding priorities based on input and equity analyses.
- Oversee process to develop new programs and expand existing programs to be funded through ARPA.
- Coordinate to ensure effective implementation of ARPA funds.
- Work closely with the Finance Department to ensure funds are spent appropriately on ARPA eligible activities.
- Develop and implement a monitoring and evaluation plan to ensure ARPA funds have intended impact.
- Provide updates on the ARPA planning process and funds are being spent to the Mayor and/or designee.

All duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**QUALIFICATION REQUIREMENTS:**

Master's Degree in public policy, public administration, business, water/wastewater, urban planning, finance or similar field preferred and minimum of seven years' experience. Experience with applying for, managing and reporting on grants programs strongly preferred.

Ability to work effectively with the public in a courteous, efficient, and professional manner. Ability to establish and maintain productive working relationships with the City of Haverhill elected and appointed officials, staff, the public, vendors, and agencies. Ability to communicate effectively verbally and in writing. Ability to understand and carry out oral and written instruction. Ability to work independently. Ability to maintain professionalism under pressure; manage simultaneous tasks and projects, and to meet multiple deadlines. Ability to learn governmental procedures; ability to



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learn rules, regulations, policies, and terminology used in public government office environment. Ability to problem solve and think strategically, analytically, and creatively. Ability to handle problems and emergencies. Maintain confidential information and manage and organize records.

## **PHYSICAL REQUIREMENTS:**

Position is sedentary in nature. Ability to walk or stand continuously throughout the day and frequent movement in and out of office. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within the city (which may include evening meetings); strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Workday may exceed more than seven (7) hours. Attendance is mandatory.

## **CLOSING DATE:**

## **OPEN UNTIL FILLED**

## **SUBMIT COVER LETTER,**

## **RESUME AND APPLICATION TO:**

**Denise McClanahan, Human Resources Director**

**City of Haverhill**

**4 Summer Street Room 306**

**Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

## **APPLICATION IS AVAILABLE ONLINE AT:**

**[http://www.haverhillma.gov/departments/human\\_resources/job\\_opportunities.php](http://www.haverhillma.gov/departments/human_resources/job_opportunities.php)**

**Application can be saved and sent as attachment when applying online. Email should be sent to [hrd@cityofhaverhill.com](mailto:hrd@cityofhaverhill.com). PLEASE REFERENCE JOB # 2021-041 WHEN APPLYING ONLINE.**