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Deputy Director, Division of Municipal Services  
Program Manager Specialist VII

Under the general supervision of the Director of the Division of Municipal Services (OMS), the Deputy will work with BRP program managers to identify priority areas for investment of Clean Water and Drinking Water SRF financing. The Deputy will develop and oversee the annual solicitation of SRF-financed projects, integrating the program priorities within the solicitation criteria. The Deputy will coordinate the review, rating and ranking of proposals with OMS staff in the four DEP regions. A formal recommendation of the projects to be funded and their anticipated environmental benefit will be presented to the Director and other DEP management staff.

Working through two Supervising Environmental Engineers, the Deputy will ensure that the selected projects are managed within DMS according to the Division's rules regulations and policies for project oversight. Revisions to SOP's that will expedite or otherwise streamline the project management process will be developed and presented to the Director. Deputy Director will track the progress of projects; will guide and direct environmental planning reviews; and will intervene to advance planning and construction projects as needed. The Deputy will be responsible for periodic required reporting to USEPA. Deputy will seek out Training opportunities that expand the Divisions engineering and project management skill sets, then provide Division staff the opportunity to participate in the training.

#### MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) five years of full-time, or equivalent part-time, supervisory or managerial experience in the particular specialty (i.e. scientific, professional, or technical) and (B) of which at least one year must have been in a managerial capacity. The above entrance requirements are to be used only for positions for which educational and/or experience requirements have not been established by the General Laws. Entrance requirements established for particular positions by law must be used.

**SPECIAL REQUIREMENTS:** Applicants must possess current licensure and/or registration requirements established for the performance of the duties of the position.

**An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.**