



To: I-195 Redevelopment District Commissioners

From: Caroline Skuncik, Executive Director
Amber Ilcisko, Director of Operations

Date: February 22, 2024

Re: Personnel Plan Updates

The I-195 Redevelopment District (District) is proposing the following updates to the District’s personnel plan, which was last updated in 2023:

- Creation of new full-time position, Lead Park Program Coordinator
- Updates to job descriptions for Park Manager and Assistant Park Manager to reflect the addition of the Lead Park Program Coordinator position

Since the District has taken on the responsibility of 195 District Park (Park) in 2021, the focus has been to create an active and vibrant, heavily programmed open space to support the development of an innovation district. The Park hosted 130 events in 2024 and saw over 1.5 million visits with an average of nearly 5,000 visits per day. Adjustments to the District’s staffing are necessary to keep pace with the current workload and to continue to grow the Park programming initiatives.

An updated organizational chart reflecting the new position is provided in Exhibit A. Full job descriptions for all positions are provided in Exhibit B.

Equal Opportunity Statement

The District welcomes and encourages diversity in our workforce at all levels of the organization. We provide equal employment opportunities to all employees and applicants for employment and prohibit hiring discrimination of any type. All District hiring decisions are made without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

EXHIBIT A

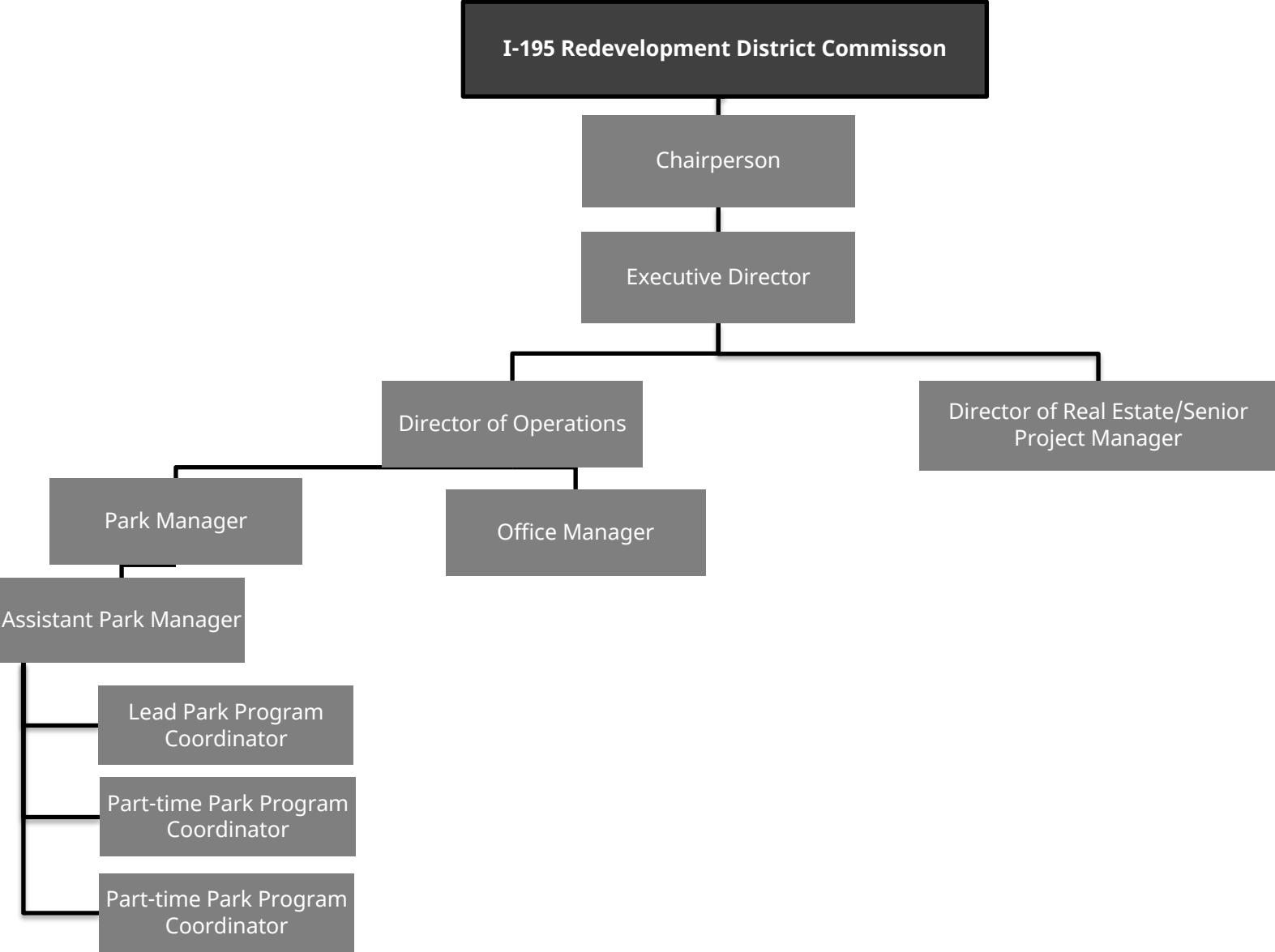


Exhibit A



Director of Operations

Position Summary

The Director of Operations is an integral part of the I-195 Redevelopment District (District) team. Key responsibilities include oversight of procurement and contracts, coordination of public records requests, support for monthly Commission meetings, oversight of the maintenance and operations of the seven-acre 195 District Park (Park), management of vendors and park and administrative staff, budgeting and financial tracking, and reporting. Additionally, the Director of Operations will support District projects and initiatives, including real estate projects and infrastructure. The Director will report to the Executive Director and also work closely and at times independently with the Commission Chairman.

Responsibilities

- Lead preparation and organization for monthly Commission meetings. Duties and tasks include compliance with Open Meeting Act, drafting meeting minutes, legal review of agenda and all meeting submittals, scheduling, public notices, technology preparation, etc.
- Oversee park operations and maintenance and capital improvements. Work with stakeholders and partners on projects related to the Park and other infrastructure projects in and around the Park and District.
- Supervise Park Manager and Office Manager positions.
- Oversee all internal operations for the District, including billing, staff payroll and benefits, insurance, budgeting, etc.
- Lead procurement efforts for all vendors, ensuring compliance with all applicable procurement regulations. Manage vendors and contracts.
- Coordinate responses to public records requests and ensure compliance with state law.
- Develop reports for legislature and other stakeholders on District activities.
- Assist with project closings, permitting, and review of proposed development projects, including coordination with consultants and developers.
- Assist with planning projects and initiatives in and around the District.
- Assist with compliance with the District's Development Plan and periodic updates to the Plan.

- Assist with hiring, onboarding, and other human resource related coordination.

Key Competencies

- Fluency with best practices in human resource practices in public sector agencies
- Comprehensive understanding and comfort level with all matters relating to compliance for a small public agency
- Budgeting, accounting and public sector financial management and flow of funds
- Strong communication skills with board members and senior management
- Experience developing and overseeing contracts and legal agreements
- Resourceful team player, yet able to work effectively independently

Professional Qualifications

- Bachelor's degree (Masters' degree preferred) in related field with seven (7) to ten (10) years' experience in a similar role. Excellent computer skills, proficient in Microsoft Word, Excel, PowerPoint, Access, Adobe Acrobat and Outlook.

Salary range: \$85,000 - \$140,000

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Director of Real Estate/Senior Project Manager

Position Summary

The Director of Real Estate/Senior Project Manager is an integral part of the I-195 Redevelopment District (District) team. Key responsibilities include the management of proposed development projects in the District from approval through construction completion, oversight of District asset management, and assisting with District marketing efforts.

Responsibilities

- Assist with the development of Requests for Proposals for development parcels and evaluation of proposals, including feasibility analyses.
- Work with developers and District's consultants on entitlement process for projects, including zoning relief, design review, and environmental permitting.
- Oversee real estate closings.
- Manage District-led construction activities from predevelopment through design and construction, for example the construction of amenities within the new waterfront parks. Oversee project vendors, manage project schedule and budget, etc.
- Monitor project compliance through construction and beyond, including compliance with any incentive agreements.
- Collaborate with stakeholders and public and private sector partners to advance the mission of the District.
- Assist Executive Director in the development and execution of a local and national marketing and outreach plan to attract corporate users and developers to the 195 District.
- Prepare reports, presentations, and communication pieces for senior officials within State government and the District's board of directors.
- Perform other related duties as requested and assist with special projects.

Key Competencies

- Strong real estate skills
- Strong project management skills
- Experience with public-private partnerships preferred
- Experience with ground-up construction preferred
- Experience working on urban redevelopment, development of open spaces, and placemaking initiatives preferred
- High proficiency in Excel and financial modeling

- Excellent written communication skills, especially with PowerPoint or similar platforms
- Familiarity with real estate closing process and fluency with legal matters and legal documents
- Ability to work independently with senior members of State government and District board members on various projects

Professional Qualifications:

- Bachelor's degree (Master's degree preferred) in related field, such as real estate, planning, business, finance, legal, marketing and/or qualitative analysis. Excellent computer skills, proficient in Microsoft Word, Excel, PowerPoint, Access, Adobe Acrobat and Outlook.

Salary Range: \$85,000 - \$140,000

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Office Manager

Position Summary

The Office Manager assists with the coordination of operations and management of the I-195 Redevelopment District (District). Responsibilities include, but are not limited to: assisting with functions required to administer Commission meetings, assisting with processing invoices and billing, providing procurement support, scheduling meetings, record-keeping, and filing. This position will report to the Director of Operations.

Responsibilities

- Perform administrative functions, such as preparing expense reports, arranging travel, reviewing mail, etc.
- Schedule meetings at the request of District staff
- Coordinate Commission meetings including scheduling, quorum confirmations, assembling meeting packages, and record-keeping
- Assist with payroll, bookkeeping, and accounting functions such as preparing invoices for processing, and preparing District bank deposits
- Support District procurement needs
- Assist with website support
- Manage the District filing system
- Assist with contract compliance
- Assist with administrative functions related to park operations, as needed

Key Competencies

- Ability to maintain policies, and procedures
- Strong time management, communication, and coordination skills among various audiences, including community members, vendors, and contractors
- Extremely organized and efficient
- Resourceful team player, yet able to work effectively independently
- Entrepreneurial self-starter willing to generate and execute new ideas to achieve the District's mission

Professional Qualifications

- High School Diploma (Bachelor's degree preferred) with three (3) to seven (7) years experience in a similar role. Excellent computer skills, proficient in Microsoft Word, Excel, PowerPoint, Access, Adobe Acrobat, and Outlook.

Salary Range: \$45,000-\$65,000

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Assistant Park Manager

Position Summary

The Assistant Park Manager supports the Park Manager with daily operations and management of the Park. Responsibilities include but are not limited to: supervising the Park's programming staff team; overseeing daily set-up of events and passive programming; and leading permitting, licensing, and compliance for park activities. The Assistant Park Manager will report to the Park Manager. The position is full-time, salaried, and expected to spend a significant portion of the weekly schedule in person at the Park.

Responsibilities

- Supervise Park Program Coordinator staff, including scheduling, managing daily responsibilities, and other HR-related responsibilities, including performance evaluations and assisting with new hires.
- Administrate the Call for Curators and Programmers, a mini-grant program for programming initiatives in the Park.
- Lead administrative efforts for programming, including permitting, licensing, processing payments to partners and vendors, contract compliance, and data and survey collection.
- Oversee the implementation of passive programming that may include daily or seasonal setups.
- Ensure the seamless setup and breakdown of daily events and programs, including supervising third-party vendors, maintaining event schedules and providing technical assistance, as needed.
- Act as the Park's public-facing ambassador at events.
- Collaborate with Park Manager to plan, direct, and coordinate programs and projects in the Park.
- Play lead production role in planning and supporting larger-scale partnered events.
- Oversee daily aspects of park maintenance and security to ensure Park standards are maintained.
- Oversee content development for website and social media and manage programming calendars.
- Manage inventory and organization of equipment and supplies.
- Manage the Park's photography library and procure event and landscape photographers.
- Generate attendance reports and other presentations.
- Assist with community and stakeholder relations.

- Attend weekly staff meetings and other meetings as required.
- Perform other related duties as assigned.

Key Competencies

- Ability to implement program goals, objectives, policies, and procedures.
- Managerial and leadership experience.
- Strong time management and ability to juggle multiple concurrent projects.
- Excellent communication, and coordination skills among various audiences, including community members, vendors, and contractors.
- Resourceful team player, yet able to work effectively independently.
- Entrepreneurial self-starter willing to generate and execute new ideas to achieve the vision for the Park.
- An interest in open spaces, placemaking, and urban redevelopment.
- Experience in event production and management.
- Must be able to work evenings and weekends.

Professional Qualifications

Bachelor's degree with two (2) to five (5) years' experience in a similar role. Excellent computer skills, proficient in Microsoft Word, Excel, PowerPoint, Access, Adobe Acrobat, and Outlook. Experience with social media platforms and website management. Some experience with AV equipment is ideal. Must be able to frequently work outdoors in all weather conditions and lift up to 50 lbs. at times.

Salary Range: \$47,000 - \$57,000, along with a full benefits package including healthcare and retirement.

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Lead Park Program Coordinator (Full-Time)

Position Summary

The Lead Park Program Coordinator supports Park staff with the day-to-day programming initiatives in the Park. Responsibilities include but are not limited to: on-site support before, during, and after Park events, preparing the Park for daily usage, serving as a Park representative for visitors and program partners, assisting with the development and execution of Park programming, and monitoring the Park for maintenance issues. Park programs range from small-scale art installations and performances to large-scale cultural events (on a scale of 20 to 50,000 anticipated attendees), such as private event rentals, children's programming, art festivals, live music events, and conferences. The Lead Park Program Coordinator will report to the Assistant Park Manager. The position is full-time, salaried, and expected to spend a significant portion of the weekly schedule in person at the Park.

Responsibilities

- Leading the setup, delivery, breakdown, and clean-up of events and daily Park activities.
- Assist in monitoring the Park for regular maintenance and security issues and report these issues as they arise.
- Serve as a public-facing ambassador for the Park and staff the Park information table, sharing Park marketing material, such as a Park program schedule, and social media platforms.
- Play an active role in producing event-related social media showcasing activities in the Park and website management.
- Assist with park data collection by actively soliciting feedback regarding the Park and programming initiatives. Produce post-event attendance and feedback reports.
- Help organize and maintain Park storage and inventory systems.
- Assist with Park administration, which may include office hours and attending meetings.

- Assist with planning, directing, and coordinating programs and projects in the Park.

Key Competencies

- Ability to follow and enforce Park policies and procedures.
- Strong communication skills among various audiences, including community members and vendors.
- Comfortable with a public-facing role that engages users of the park and works alongside programming partners to execute events.
- Display professionalism and a “people first” attitude.
- Resourceful team player, with the ability to problem-solve as things arise.
- An interest in open spaces, placemaking, and events.
- Must be able to work evenings and weekends.
- Be flexible in approach and be able to work outside of role in support of other team members in a broad range of work-related activities.

Professional Qualifications

High School Diploma (Bachelor’s degree preferred) with at least (1) year of experience in a similar role. Must be able to work outdoors for extended periods of time performing manual labor. Ability to lift 50 pounds. Proficient in Microsoft Suite, Adobe Acrobat, and Outlook. Experience with social media management and A/V equipment ideal.

\$44,000 – \$49,000 along with a full benefits package including healthcare and retirement.

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Park Program Coordinator (Part-Time)

Position Summary

The Park Program Coordinator supports the Park staff with the day-to-day programming initiatives of the Park. Responsibilities include but are not limited to: on-site support before, during, and after Park events, preparing the Park for daily usage, serving as a Park representative for visitors and program partners, assisting with the execution of Park programming, and monitoring the Park for maintenance issues. Park programs range from small-scale art installations and performances to large-scale cultural events (on a scale of 20 to 50,000 anticipated attendees) such as private event rentals, children's programming, art festivals, live music events, and conferences. The Park Program Coordinator will report to the Assistant Park Manager. The position is part-time and seasonal between the months of April and November with the prospect of returning for winter month events.

Responsibilities

- Assist with the setup, delivery, breakdown, and clean-up of events and daily Park activities, including park furniture, lawn games, and other passive programs.
- Monitor use of passive programs and engage park visitors.
- Assist in monitoring the Park for regular maintenance issues and report these issues as they arise.
- Serve as a public-facing ambassador for the Park and staff the Park information table, sharing Park marketing material, such as a Park program schedule, and social media platforms.
- Assist in producing event-related social media showcasing activities in the Park.
- Data collection: Solicit feedback regarding the Park and programming initiatives. Produce post-event attendance and feedback reports.
- Help organize and maintain Park storage and inventory systems.
- Be flexible in approach and be able to work outside of role in support of other team members in a broad range of work-related activities.

Key Competencies

- Ability to follow and enforce Park policies and procedures.
- Strong communication skills among various audiences, including community members and vendors.

- Comfortable with a public-facing role that engages users of the park and works alongside programming partners to execute events.
- Display professionalism and a “people first” attitude.
- Resourceful team player, with the ability to problem-solve as things arise.
- An interest in open spaces, placemaking, and events.

Professional Qualifications

High School Diploma (Bachelor’s degree preferred) with at least (1) year of experience in a similar role. Must be able to work outdoors for extended periods of time performing manual labor. Ability to lift 50 pounds. Proficient in Microsoft Suite, Adobe Acrobat, and Outlook. Experience with social media management and A/V equipment ideal.

\$20 / hour

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