



# BRA/EDIC EMPLOYMENT OPPORTUNITY

**TITLE: DEPUTY DIRECTOR FOR RESEARCH**

**JOB POSTING: #14 -14**

**EMPLOYMENT STATUS: EDIC Employee**

**POSTING DATE: 4/8/14**

**DIVISION/DEPT: RESEARCH/RESEARCH**

*\*This job posting must remain posted for 10 working days (4/22/14) before a hiring recommendation can be made\*.*

**SUMMARY:** Under the direction of the Research Director, supervise Research Division staff, manage, execute and allocate research projects. Provide technical direction and expertise. Oversee and participate in major research projects on Boston’s economy, government, and population; prepare research reports, maintain databases and perform statistical analysis. Directly assist the Director of Research; help develop and initiate Division goals. Initiate, and manage the development of research collaborations. Oversee, study design and framework, work structure, time-line, goals, and end products of projects.

Manage and produce research reports to be included in City documents or published within BRA/EDIC. Help plan, design and develop strategy and methodology of research study; may originate study concept or develop topic in response to request from Director. Draft, revise and prepare reports which monitor, assess, discuss and forecast the economy, demography and commercial markets of Boston. Discuss report findings and conclusions with Director of Research or other staff as appropriate.

Provide consultation and technical assistance to City staff in areas requiring special expertise in economic analysis, finance and statistics. Coordinate joint research efforts with other City departments.

Screen and review diverse periodicals, journals, newspapers and other sources of current information to update and maintain knowledge of Boston’s economic demographic, and social life.

Interview, select, orient, train and supervise assigned staff. Directly or through subordinate supervisors, supervise daily activities of assigned staff, answering questions, resolving problems and adjusting work schedules based on priorities. Directly, or through subordinate supervisors, evaluate work performance and recommend appropriate actions.

Research and prepare “Internal Memoranda” in response to requests from city officials.

Present research findings and recommendations to high level officials as requested by the Director of Research.

Provide information, including oral presentations, in areas of expertise to the general public, community organizations, businesses, students and universities.

Participate in the development and review of methods and procedures of technical recording, processing and analysis of data pertaining to economic or statistical analysis within department or other City departments.

Perform other related duties as required.

**QUALIFICATIONS:** Work requires completion of a Master’s Degree in the social sciences, plus superior skills for scoping, managing and closing project cycle. 5 years of progressively responsible related experience is required. Must have strong leadership, organizational, and interpersonal skills. Supervisory experience is desirable. Excellent analytical, quantitative, and research methodological skills are required as are excellent oral and written communication skills. Proficiency in computer applications including Microsoft Powerpoint, Word, Excel, and Outlook is required , as well as the ability to use specialized forecasting and statistical analysis software

**GRADE: 24**

**HIRING RANGE: \$74, 360.93 - \$96, 859.30**

**Send Resume/Cover Letter to: BOSTON REDEVELOPMENT AUTHORITY, HR, 43 Hawkins St, Boston, MA 02114  
E-MAIL: hr.bra@boston.gov**

An Equal Opportunity Employer

**BOSTON RESIDENCY IS REQUIRED ON DATE OF HIRE**