

Agency Overview

The Division of Capital Asset Management and Maintenance (DCAMM), which oversees over \$2 billion in capital programs and projects, is responsible for capital planning, project delivery, property management, and real estate services for the Commonwealth. We are stewards of the Commonwealth's assets, which include 5.5 million square feet of state buildings. As an agency, we care for the people of our state and the future of our planet.

- We work with state agencies to create and manage forward-thinking, sustainable buildings to meet the needs of the Commonwealth's citizens and help achieve a zero-carbon future.
- We are partners with fellow agencies to help them meet their strategic needs with fiscally responsible building and real estate solutions.
- We support the growth of the Commonwealth's economy and actively engage with private sector partners to make it easier to do business with the Commonwealth.
- We work to expand access, opportunity, and equity to create more inclusive services, planning and outcomes for all the citizens of the Commonwealth.

General Statement of Duties and Responsibilities

The Public-Private Partnerships (P3s) team within the Office of Real Estate Management manages an expanding portfolio of complex redevelopments of state assets (state office buildings, higher education campuses, health and human services campuses, etc.). P3 projects leverage the real estate value of state assets to help meet goals related to asset and financial management as well as policy goals such as affordable housing and sustainability. The projects have multiple stakeholders across the public and private sectors, and typically involve complex real estate structures that require creativity and patience to craft.

Reporting to the Director of Public-Private Development, the Assistant Project Manager (APM) is a "utility player" who assists in all aspects of project development and property disposition, to ensure smooth operations across the portfolio of public-private partnerships. The APM also has a portfolio of smaller projects that they manage directly. This is a great position for gaining exposure to the breadth of projects that the P3 team works on, and to grow project management skills to allow the successful APM to eventually lead the execution of large, complex, public-private partnership real estate projects.

Duties and Responsibilities

- Support Project Managers with scheduling, procurement processes, note-taking and agenda-setting, and other tasks as assigned.

- Assist in the creation of communications about P3 projects.
- Manage feasibility studies and execution of P3 projects directly.
- Responsible for all aspects of project management including working directly with client agencies to articulate goals; hiring consultants to study feasibility and conduct due diligence work; leading public engagement together with the client agency; and conducting the partner selection process and subsequent negotiations.
- Conduct stakeholder outreach for projects, including explaining the project to stakeholders, gathering their feedback, and looking for solutions that optimize both the state's needs and the interests of stakeholders.

Preferred Qualifications

The APM must have exceptional communication skills and be highly organized. They should be comfortable using MS Office products (especially Word, PowerPoint, and Excel). Some knowledge of real estate, planning, and/or public policy is helpful.

3-5 years of experience in communications, project management, administrative support, or other similar work.

***For more information about employment at DCAMM, please view our [RECRUITMENT VIDEO](#).**

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