

City of Newton

Massachusetts

Department of Planning and Development

POSITION CONTENT DOCUMENT

Position Title: CPA Program Manager
Date: *Revised May 2006*
Name of Incumbent:
Reports to: Director of Planning and Development

1. Position Summary

This position is responsible for all aspects of managing the implementation of the Massachusetts Community Preservation Act (CPA) as it relates to the City of Newton, and managing and organizing the activities of the nine-member Community Preservation Committee, including: creating short-term and long-range program goals and performance objectives; monitoring and tracking legislation and local initiatives related to the Community Preservation Act; evaluating needs, possibilities, and resources of the City regarding community preservation; analyzing costs, project review, and determining priorities for funding; developing clear reports and making effective presentations to elected and appointed officials, and the general public; administering Newton's Community Preservation Fund with over \$4.0M in annual revenues; and monitoring of projects that have been funded with Community Preservation funds. Manages compliance with state Community Preservation Act requirements, including procurement and contract procedures.

This position oversees and coordinates with other Planning Department staff, other City staff, and technical consultants. Responsible for supervision of all staff with CPA related responsibilities.

2. Working Relationships

Within the Department/City

Mayor	2-3 hrs/mo.	Review the progress of certain CPA funded projects; particularly to discuss and recommend policy related to the administration of the Community Preservation Act (CPA) and Fund.
Chief Administrative Officer	1-2 hrs/mo.	Review the progress of certain CPA funded projects; particularly to discuss and recommend policy related to the administration of the Community Preservation Act (CPA) and Fund.
Board of Aldermen	6-8 hrs/mo.	Review the progress of certain CPA funded projects. Review and discuss specific procedural and policy issues. Attend monthly meetings of the Board's Committee on Community Preservation and Finance Committee, and provide backup materials as needed for its review of CPC funding recommendations.
Director of Planning and Development	6-8 hrs/mo.	Review the progress of certain CPA funded projects; particularly to discuss and recommend policy related to the administration of the Community Preservation Act (CPA) and Fund. To discuss and resolve specific requests for grant funding.
Community Preservation Committee	32-35 hrs/mo.	Develop and present recommendations for CPA funding requests. Review the progress of CPA funded projects and applications. To discuss and recommend policy related to the CPA and Fund. Staff monthly CPC meetings and keep written records of meetings.
Assoc.City Solicitor/Law Dept.	4-5 hrs/mo.	Discuss and resolve legal issues pertaining to CPA funded projects, including preparation of funding agreements, loans, mortgages, deed restrictions, contracts, and enforcement of Department of Revenue requirements. Review/discuss any legal issues related to project analysis, staff and CPC recommendations and policy implications.
Comptroller	2 hrs/mo.	Discuss and resolve issues for certain CPA funded projects and applications pertaining to financial accounting operations.
City Engineer/ Associate City Engineer	2-4 hrs/mo.	Discuss and resolve engineering design and construction issues pertaining to certain CPA funded projects .

Public Buildings Commissioner	2-4 hrs/mo.	Discuss/review applications for CPA funds for City-owned buildings and monitoring of ongoing CPA projects on City-owned buildings.
Commissioner of Parks and Recreation	2-4 hrs/mo.	Discuss/review applications for CPA funds for Park & Rec. land and monitoring of ongoing CPA projects on Park and Recreation land.
City Clerk	1-2 hrs/mo.	Review/discuss/coordinate agendas for Board of Aldermen review of CPA applications.
CPA related staff	8-10 hrs/mo.	Supervise and manage workload and review work products.
Housing Dev. Coordinator/ Senior Environmental Planner/Preservation Planner	8 hrs/mo.	Discuss needs and evaluate priorities for funding under the Community Preservation Act. Resolve certain development and implementation issues pertaining to CPA funded projects. To review funding agreements, loans, mortgages, deed restrictions, related financing instruments, and project proformas.
<u>Outside City Government</u>		
Community Preservation Organizations and staff of other Cities and Towns	1 hr/mo.	Keep informed of current CPA activities in comparable cities and towns. Review the progress of certain CPA projects. To discuss and recommend policy related to the Community Preservation Act and Fund.
Applicants for CPA Funding / Newton residents/Citizen groups	3-4 hrs/mo.	Conduct training sessions and provide guidance on process and procedures for applying for CPA funding. Review/discuss CPA project ideas, analysis, recommendations and policy implications of CPA plan.
Funded recipient agency	8-10 hrs/mo.	Provide implementation oversight regarding project monitoring, compliance, contracting, and other financial requirements.
Media	2-3 hrs/mo.	Respond to inquiries about programs. Prepare press releases for use by Community Preservation Committee and Mayor's office as needed to highlight programs, projects, and related accomplishments.

3. Responsibilities and Results

In Descending Order	Major Action & Supporting Actions	% of Total Job	Expected Results	Ways to Measure Accomplishments
1	Responsible for all aspects of managing the implementation of the Community Preservation Act as it relates to the City of Newton, and managing and organizing the activities of the Community Preservation Committee; including creating program goals and performance objectives; evaluating needs, possibilities, and resources of the City regarding community preservation; analyzing costs, project review, and determining priorities for funding; developing clear reports and making effective presentations to elected and appointed officials, and the general public; and administering Newton's Community Preservation Fund.	75%	An effective program with a broad range of projects that efficiently and effectively meet the needs identified in the Community Preservation Plan.	Project implementation completed in a timely way. Streamlining of process so that applicants understand the steps from initial idea to project completion.
2.	Ensuring accurate media coverage and public relations and implementing effective public participatory process	5%	Regular media coverage of annual milestones in CPA funding round and project accomplishments. Informed and engaged citizenry in development of goals, policies, and funding priorities.	Continued public support for CPA Program.

3.	Monitoring of projects that have been funded with Community Preservation funds.	10%	Funded projects are implemented in a timely, cost effective, and high quality manner with no regulatory violations or citizen complaints.	Funded projects are implemented in a timely, cost effective, and high quality manner with no regulatory violations or citizen complaints.
4.	Manages compliance with CPA state requirements, including procurement and contract procedures.	10%	Compliance with reporting requirements is achieved with the end result of producing projects that meet the needs identified in the Community Preservation Plan.	Planned projects are consistent with established long-range planning goals and are implemented in a timely, cost effective, high quality manner with no regulatory violations or citizen complaints.

4. Decision Making Authority

Decisions Made Independently

- Manages CPA application process, determination of completeness of applications, and application review process.
- Oversees data collection and analyses of needs, resources, and possibilities necessary to prepare annual Community Preservation Plan.
- Oversees financial operations, warrants and transfers, draw-downs, loan servicing, revolving funds and coordinates Comptroller.
- Reviews and approves contracts, and bid documents and oversees monitoring of CPA grant/loan recipients.
- Oversees program compliance, operations, and activities with Mass. General Laws and Community Preservation regulations.
- Oversees preparation of annual reports to Community Preservation Committee, Mayor, and Board of Aldermen.
- Supervises CPA related staff who may be responsible to assist in CPA application review, public and media outreach and communications, and project monitoring.

5. Quantitative Data

- (a) Total Employees Supervised: 1 part-time staff person and coordinates CPA workload for 4 other City staff persons
- (b) Annualized Payroll of Employees Supervised: Total Administrative Budget of more than \$185,000
- (c) Other Relevant Quantitative Information: Approx. \$4.0 M annual appropriation (administers Newton’s Community Preservation Fund), as well as monitoring past loan/grant recipients

6. Challenge

The biggest challenge faced by this position as it relates to administering the CPA program for the City of Newton involves ensuring that multiple projects encompassing a wide range of activities are planned, implemented, and completed in a timely manner, within budget, providing quality results in compliance with Community Preservation goals and community needs. The City's program has been looked at as a model by other cities and towns in Massachusetts. A challenge is always staying ahead with fresh ideas and new approaches. Working with a variety of State and City officials, and non-profit entities is also a challenging aspect of this position.

7. Problem Solving

Problems Solved on My Own

- Evaluate needs, possibilities and resources of the City regarding community preservation; develop annual Community Preservation Plan; developing clear reports and making effective presentations to elected and appointed officials, and the general public.
- Analyze costs, conduct project review, and determining priorities for funding; recommend certain projects to Community Preservation Committee each funding cycle.
- Establish system of tracking project accomplishments and prepare Annual Report of CPA accomplishments at the end of each program year.
- Manage and develop appropriate public participatory processes consistent with City ordinances, policies and sound planning procedures and ensures implementation leading to successful public information and consensus-building delivery.

Problems Referred to Others

- CPA program policy questions are discussed with the Planning Director, Chief Administrative Officer, Chief Budget Officer, Community Preservation Committee, Mayor, and the Board of Aldermen.
- Legal questions are referred to the Assoc.City Solicitor.
- Construction project issues are referred to the City Engineer, the Building Commissioner, or the Commissioner of Parks and Recreation, as appropriate.

Minimum Qualifications

The position requires a master's degree in planning or related field and 5-7 years in housing and community development, public administration or planning, with at least 3 years in a senior level planning capacity. Knowledge must include substantial experience with project management and plan development. Knowledge must also include substantial experience working with citizen advisory committees and development of comprehensive plans. This person must be able to work on numerous projects at the same time, all with varying deadlines, and to be able to priorities their own workload as well as coordinate the workload and priorities of the team/staff. The applicant must have exceptional interpersonal skills, both in dealing with staff, City officials, the public, and with grant recipients. The person must have excellent oral and written communication skills. Experience with personal computers, including spreadsheets, database management and word processing is extremely essential.