

# **AGAWAM COMMUNITY PRESERVATION ACT ADMINISTRATIVE ASSISTANT**

## **PRIMARY PURPOSE**

Staff position to the CPC; assist in evaluating information for funding applications, preparing reports, and implementing the Committee goals and policies; other related work, as required.

## **SUPERVISION**

Works under the direct supervision of Chairperson and Vice-Chairperson and under the general direction of the Community Preservation Committee.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The essential functions or duties listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Staff Assistant to the Community Preservation Committee, attending all meetings, giving presentations and CPA advisory input as needed.
- Take and transcribe minutes of CPC meetings.
- Post all agendas, and distribute to CPC Committee, Town Council, Clerk, Mayor and other Boards.
- Process and assist in evaluation of funding applications as to eligibility, completeness and compliance with Community Preservation Act provisions, rules and policies. Distribute applications to all appropriate town agencies for review and input.
- Field questions from public as to CPA funding applications, advise applicants, check applications for accuracy, copy and distribute to CPC members.
- Monitor progress of applicants on their projects, and review expenditures from the CPA for projects.
- Process all CPA invoices (check for accuracy, obtain CPC chair signature, copy, deliver to accounting department, field status calls from vendors).
- Keep and maintain all Agawam CPA files, keep a financial record of all applications, including a general ledger of all expenses.
- Perform research functions on CPA projects as needed.
- Ensure all preservation deed restrictions are filed appropriately before any funds are dispersed.
- Arrange schedules for other meetings that take place outside the monthly CPA posted meetings, and arrange to have CPC personnel on other town boards agendas when necessary.
- Perform research functions on CPA projects being prepared for Town Council Meeting, including the preparation of presentations for Town Meetings
- Prepare and distribute press releases on CPA projects and follow up with press to arrange interviews. Prepare and distribute memos to other town boards as needed.
- Arrange all details for annual CPA Public Hearing, and other public CPA meetings. Conduct public relations and prepare educational materials. Respond to inquiries from the general public on CPA/CPC procedures, legislation and policy. Maintain contact with CPA Coalition, related town departments and committees and outside organizations.
- Update CPA page on Town website and other related CPC websites.
- Assist CPC in updating annual CPA Plan and application as needed.
- Assist CPC in updating CPC annual needs assessment and assist with the preparation of the CPC's annual reports.
- Prepare annual reports with the assistance of the Town Auditor as required by DOR and CPA Coalition
- Attend appropriate seminars relevant to the CPA.
- Contact DOR and CPA Coalition as needed for guidance and updates to CPA.
- Other tasks, as assigned by the CPC.

## **EVALUATION**

This position will be evaluated annually by the CPA Chairperson and/or the Vice-Chair in conjunction with the Community Preservation Committee using Town of Agawam Report of Performance Evaluation.