



Joseph C. Sullivan, Mayor

BRAINTREE HUMAN RESOURCES DEPARTMENT

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POSTING

JOB TITLE: Community Preservation Manager

LOCATION: Planning & Community Development

DATE AVAILABLE: February 1, 2017

SALARY: Up to 10 hours a week at \$20.00/hour; not to exceed \$10,400.00/year

QUALIFICATIONS:

A Bachelor's Degree in Community Planning, Urban Planning or Urban Studies, Land Use Public Administration, Engineering or in a related field with a minimum of three (3) to five (5) years' experience in a municipality, comparable state/federal agency or experience in the private sector in which the position was directly related to and required a similar skill set.

RESPONSIBILITIES:

Please see attached job description for complete details.

POSTING DATES: December 27, 2016 – January 27, 2017

Applicants may submit a cover letter and resume to the following address:

Human Resources Department
Town of Braintree
1 JFK Memorial Drive
Braintree, MA 02184

or e-mail to: kshanley@braintree.ma.gov

Town of Braintree is an Equal Opportunity Employer

Community Preservation Manager

Definition

The Community Preservation Manager is a part-time professional position. Part-time is defined as up to 10 hours weekly, presently based on current work load as determined by the Director, however could have potential increase in hours depending on annual review. Position will be located within the Department of Planning and Community Development reporting directly to the Director of Planning and Community Development and Chair of the Community Preservation Committee.

The Community Preservation Manager (CPM) interacts with various applicants and/or applicable Town departments of approved and funded CPA projects under the Community Preservation Act. The position will focus on non-administrative requirements of the Community Preservation Committee assisting the department and Community Preservation Committee with project implementation and completion.

Supervision

This Community Preservation Manager shall work under the direction of the Director of Planning and Community Development and Chair of the Community Preservation Committee.

Work Environment

Work is typically performed indoors, under typical office conditions with occasional necessity for outdoor site visits with exposure to variable weather conditions, loud noises and hazards associated with construction sites.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be 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.

- Once projects have obtained funding, the CPM shall work with the applicant in the preparation of the Community Preservation Grant Agreement, applicable title restrictions and public procurement if a Town sponsored project and compliance with all applicable registry recordings.
- CPM is responsible for public procurement of municipal projects or projects on municipal property including the development of either Requests for Qualifications (RFQ), Requests for Proposals (RFP) or Invitations to Bid (IB).

Duties include development of scope/timetables, advertising and all requirements through notice of award.

- Position requires some monitoring of projects/sites and photography of work as it progresses for inclusion in files.
- Responsible for projects that require development of plans, drafting of restrictions and contractual requirements for monitoring agents for both open space and historical projects. Working with and accomplishing the state required mandates for deed restrictions for endorsement and recording.
- Responsible for maintenance of the Community Preservation website as to projects – frequent updating of projects including description and photography.
- Responsible for educational components of the website and other public relations efforts to engage public participation.
- Work with Community Preservation Committee to develop short term and long term goals and performance objectives. Once developed create a Community Preservation Plan with an action plan for implementing goals. Future oversight of annual implementation shall be position's responsibility with bi-annual review and updating.

Recommended Minimum Qualifications

Education/Experience

A Bachelor's Degree in community planning, urban planning or urban studies, land use, public administration, engineering, or a related field with a minimum of three(3) to five (5) years of experience in municipality, a comparable state or federal agency, or experience in the private sector in which the position was directly related to and required a similar skill set.

Special, Requirements

Preferred MCPPO certified in public procurement Chapter 30B however if no certification can demonstrate good understanding and working knowledge. A valid motor vehicle operator's license.

Knowledge, Ability and Skill

Working knowledge of Massachusetts General Law Chapter to Community Preservation Act (Chap.44B as amended by St.2012 C. 139 §§ 69-83 and C.503 Acts of 2014) and Public Procurement (Chap. 30B).

Working knowledge of municipal government.

Proven organizational skills.

Excellent communication skills both oral and written.

Ability to work independently and make appropriate decisions with minimal supervision.

Ability to analyze plans and applications and prepare written reports with recommendations.

Ability to use email, internet, Geographic Information Systems, Microsoft Office products, web page software and other software applications required to perform duties and responsibilities of the position.

Physical Requirements

Minimal physical effort is required to perform this job. The employee is required to stand, walk, talk and listen. Specific vision requirements include the ability to read routine and complex documents, detailed plans and view a computer monitor.

Ability to operate an automobile.