

**Position Title:** Canton Preservation Act - Administrator

### **Statement of Duties**

Position provides assistance and support services to the Canton Community Preservation Committee (CCPC). Work includes administering programs and policies; preparing reports and correspondence; responding to inquiries, requests, and complaints; maintaining and updating files and records; preparing for and attending CCPC meetings, taking and transcribing minutes of meetings, and providing follow up for meetings; and performing a variety of administrative and support responsibilities as assigned.

### **Supervision**

Employee works under the general supervision of the CCPC Chairman. The employee plans and prioritizes work in accordance with standard practices and previous training. Policy problems or changes in procedures are discussed with the Chairman, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

### **Job Environment**

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation. The employee uses judgment to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Errors can result in delay or loss of service.

The position has frequent contact with the public, board members, other town departments, and state and local agencies to answer inquiries and complaints, give or receive information, and/or explain policies and procedures. Contacts occur in person, in writing and on the telephone.

## **Position Functions**

*The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to the position.*

## **Essential Functions**

1. Provides administrative assistance to the CCPC; prepares for meetings, posts agendas and distribute to CCPC committee and Town Clerk. Attends CCPC meetings, takes and transcribes minutes of meetings, and provides follow up for meetings; prepares correspondence and reports; and maintains records for office. Give Presentations and input as needed
2. Provides information and assistance to the public; responds to inquiries, requests, and complaints on the telephone and in person; explains department programs and policies; and refers individuals to other resources as deemed appropriate
3. Process and assist in evaluation of funding applications as to eligibility, completeness and compliance with CPA provisions, rules and policies
4. Ensure all preservation deed restrictions are filed appropriately before any funds are dispersed
5. Performs administrative duties of office; screens telephone calls, sorts and distributes mail, and maintains an adequate inventory of office supplies
6. Process all CPA invoices (check for accuracy, obtain CCPC chair signature, copy deliver to accounting department, field status calls from vendors)
7. Researches, retrieves and maintains information from files or other resources to assist board in its deliberations
8. Maintains and keeps current all information on the CCPC home page of the Town website and social media. Prepare and update education material
9. Provides clerical and research assistance in preparation of the annual Preservation Plan

10. Maintains inventories of project applications and project status reports; along with preparing legally required annual CPA filings
11. Assists in preparation of CPA marketing materials and in preparation for annual CPA report and presentations to Town Meeting
12. Schedules and arranges for hearings as needed and informs individuals of hearing information.
13. Attend appropriate seminars relevant to the CPA
14. Performs other duties as assigned by the supervisor.

## **Recommended Minimum Qualifications**

### **Physical and Mental Requirements**

The employee works in a moderately noisy office setting; and is required to sit, talk or listen/hear, and use hands more than  $\frac{2}{3}$ <sup>rd</sup> of the time; and walk up to  $\frac{1}{3}$ <sup>rd</sup> of the time. The employee seldom lifts up to 10 pounds. The position has normal vision requirements. Equipment operated includes office machines, computers, and miscellaneous office equipment.

### **Education and Experience**

Associate Degree in Business Administration is required. Bachelor degree in Business Administration preferred. Candidate should have two (2) years of advanced business or secretarial training, and three (3) years of relevant work experience or an equivalent combination of education and experience.

### **Knowledge, Skills and Abilities**

A candidate for this position should have:

- Knowledge of CPA, policies, and programs and department operations;
- Excellent Computer skills with strong working knowledge of word, excel, PowerPoint. Proficient in social medial, not limited to; Twitter, Facebook, Instagram.
- Have strong communication (verbal and written), and customer service skills.
- A working knowledge of office management principles and practices, and computer systems and equipment used by the department
- A candidate should be able to manage multiple tasks, meet deadlines, and pay careful attention to details despite interruptions; maintain confidential information; with the ability to work independently