



Position Vacancy

RFP #23-019-01

Position: Community Preservation Coordinator – Part-time

Department: Community Preservation Committee

Salary Range: M5: \$28.88 – 30.06 per hour

Schedule: 25 hours per week
Required to attend 2 evening meetings per month

Position Purpose:

The City of Framingham seeks an individual to provide administrative assistance to the Community Preservation Committee (CPC) in managing all aspects of the Community Preservation Program including coordinating the application process for granting Community Preservation Act (CPA) funds, managing all budget expenditures, facilitating the CPA grants process, completing annual reports on projects, funding expenditures, Department of Revenue filings, annual plan updates and implementation tracking, and managing special projects related to the CPA. The Manager will prepare materials, participate in all CPC evening meetings and other meetings as required, and maintain compliance with the Open Meeting Law, CPA rules, CPC and Department of Revenue (DOR) policies.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

1. Attend all CPC meetings; take, transcribe, and post approved agendas and minutes; coordinate schedules, post public notices, arrange meetings and hearings as needed; prepare and distribute correspondence, reports, and maintain records in compliance with Open Meeting Law, CPA rules and policies, and the Department of Revenue (DOR) requirements. Prepare legally required annual CPA filings.
2. Coordinate CPC report preparation and annual updates, reviewing needs, possibilities, and resources of the city regarding community preservation; analyzing costs, project status review, and determining priorities for funding; assist in creating short-term and long-term program goals.
3. Research, attend seminars, and remain current on CPA developments, state legislation, DOR rules and practices, as needed to inform the CPC of updates and changes
4. Coordinate evaluating and tracking of project applications for eligibility, and compliance with CPA provisions, rules and policies.
5. Monitor project progress status reports, track and review budget and expenses for all vendor contracts, field and track status calls from vendors.
6. Manage the preparation of the Committee's Annual Budget.
7. Coordinate CPA grant processes and administration of project funding.
8. Ensure grant agreements, deed restrictions, or other legal requirements for CPA compliance are executed and/or filed appropriately before any funds are dispersed, including MAAB/ADA compliance.
9. Conduct and/or oversee project review for compliance with approved project scope. File annual compliance reports.
10. Review all CPA project expenditures and accounts. Process all CPA invoices e.g., check for accuracy, obtain required CPC signatures, and process according to City accounting and procurement procedures.
11. Prepare and submit annual report of CPA accounting, projects, and funding recommendations.
12. Provide information and assistance to the public; respond to inquiries; explain programs, policies, and application materials.
13. Maintain and update content for the CPC Page of the City's website.

Qualifications:

- Prior administrative experience
- Bachelor's Degree required
- Excellent computer skills with strong working knowledge of Word, Excel, PowerPoint and Zoom; proficient in social media
- Strong communication (verbal and written) and community relations skills
- Knowledge of:
 - Community Preservation Act and applicable state and local laws, policies, and programs; Experience with the CPA preferred.
- Ability to:
 - Work with a broad range of stakeholders and the general public.
 - Manage multiple tasks, prioritize, meet deadlines, pay careful attention to details, maintain confidentiality, and work independently

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. From time to time, site visits may be required. Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination including such as operating a personal computer. Position requires routine reading of documents, computer screen and reports for understanding.

Supervision Required:

This position will report directly to the Community Preservation Committee through the Chair, with daily oversight by the City's Grants Manager.

Confidentiality

Confidentiality is of the utmost importance. In accordance with the State Public Records Law, employee must protect confidential department records.

Accountability

The employee shall be held accountable for the consequences of errors, missed deadlines, and/or poor judgement.

Judgment:

Numerous standardized practices, procedures or general instructions govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity:

The work consists of a variety of duties which generally follow standardized practices, procedures regulations and 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.

Work Environment:

Employee performs work in a municipal office setting subject to frequent interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Occupational Risk:

Duties generally do not present occupational risk to the employee.

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

Please visit our website:

www.framinghamma.gov/jobs

The City of Framingham is an Affirmative Action Equal Opportunity Employer.