



EMPLOYMENT OPPORTUNITY

Town of Lexington

We are currently accepting applications for the fulltime (35 hours/week) position of:

Administrative Assistant

Community Preservation Committee/ Finance

**Anticipated Hiring Range: \$28.01-\$31.92 per hour
with benefits**

The REQUIRED Town of Lexington application must be received in the Town's Human Resources Department. This position will remain open until filled with priority given to applications received by Monday, June 6, 2022.

GENERAL SUMMARY:

Skilled administrative and technical work assisting the Community Preservation Committee (CPC) to carry out the functions of the Committee. Works under the general direction of the Assistant Town Manager for Finance, or designee, to implement projects funded with CPC funds. This position also provides administrative support services to the Finance Department and Town Manager's Office as needed.

ESSENTIAL JOB FUNCTIONS:

Duties specific to the Community Preservation Committee:

- Work with the CPC Chair to set meeting and public hearing schedules and agendas. Attend CPC meetings to take minutes, distribute minutes for review and approval, and submit for archiving.
- Coordinate CPC hearings with applicants.
- Write reports and articles for the CPC, including the Annual Town Report, the CPC Report for Town Meetings, the Needs Assessment Report and local newspaper articles. Prepare and review all internal and external reports relating to upcoming and current CPC projects.
- Screen potential projects for completeness and adherence to Community Preservation Act statute. Provide instruction and guidance to residents and private entities seeking to propose CPC projects.
- Track and monitor all Town Meeting approved- and CPA funded- projects. Complete state-mandated reporting.
- Monitor legal fees, project draw-downs and financial transactions in conjunction with the Finance Department. Submit vendor invoices from private entities for payment.

- Prepare and process grant agreements, deed restrictions, etc. for various private entity projects approved by Town Meeting, while maintaining full compliance with Massachusetts State laws and regulations. Monitor grant agreements on existing projects to ensure compliance.
- Research and recommend grants available for CPC projects. Prepare applications for grants approved by the CPC. Manage grants awarded to the CPC.
- Work with the Community Preservation Coalition at the state level, research upcoming changes in the CPA, and inform CPC members of such changes.
- Draft timely correspondence regarding projects proposed to the CPC.
- Develop recommendations for changes in office procedures, review with CPC Chair and oversee implementation.
- Perform other similar or related duties as required, or as situation dictates.

General Office Duties for the Finance Department and Town Manager's Office

- Assist in responding to questions and public record requests from the public or from other Town departments. Provide direct customer (internal and external) service or contact, by phone, email, in person, and through correspondence.
- Provide assistance with general office functions, including, but not limited to; scanning, filing, archiving, ordering supplies, processing mail, posting and updating the Finance webpage, setting up meetings and scheduling appointments.
- Assist with Finance department functions including preparing correspondence, coding and submitting invoices for payment, organizing and maintaining financial documentation, assisting with audits, miscellaneous billing, accounts payable, vendor updates and other general financial processes as required.
- Preparation and review of annual CPC reporting to Department of Revenue.
- Assistance in developing and editing the Town's annual report and budget documents.
- Leading or assisting with special projects as assigned.
- Perform other similar or related duties as required, or as situation dictated, including assistance in the Town Manager's office and HR department.

SUPERVISORY RESPONSIBILITY:

None.

MINIMUM EDUCATION & EXPERIENCE:

Equivalent to the completion of an Associate's Degree. A minimum of three (3) years of increasingly responsible administrative support experience. Supplemental training or course work in business administration, grants administration, finance or a related field is desirable. Prior experience working with boards and committees desirable.

ADVANCED EDUCATION & EXPERIENCE:

None.

SKILLS AND QUALIFICATIONS:

Necessary Knowledge, Skills and abilities:

A strong commitment to the principles of diversity, equity and inclusion as cornerstones of excellent public service.

Knowledge of:

- ◆ Modern office procedures, methods and computer/software equipment.
- ◆ Basic accounting and budgeting principles.
- ◆ English usage, spelling, grammar and punctuation.
- ◆ Principles and procedures of confidential record keeping.
- ◆ Effective customer service techniques.

Ability to:

- ◆ Perform difficult administrative support services and coordinate multiple tasks.
- ◆ Perform basic financial and personnel activities.
- ◆ Operate computer and various software necessary for performing assigned duties.
- ◆ Type at a speed necessary for successful job performance.
- ◆ Work independently in the absence of supervision.
- ◆ Communicate clearly and concisely, both orally and in writing..
- ◆ Deal effectively and courteously with all members of the public; establish and maintain good working relationships with colleagues.

WORKING CONDITIONS & PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those that the employee encounters while performing the essential duties of this job. The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

Work is performed in a typical office environment not subject to extremes of temperature, noise, odor, etc. Office duties are conducted in a relatively quiet environment, subject to frequent interruptions. Work may require remaining in a stationary position for long periods of time and the movement of supplies around the office. Operation of a computer, printer, photocopier, fax machine, and other office equipment are typical for daily work.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

APPLICATION PROCESS

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

All applicants are required to complete a Town application form, available from the Internet at www.lexingtonma.gov, emailing jobs@lexingtonma.gov, calling (781) 698-4590 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

CORI and background screening required.

**Application and cover letter must be received in the Town's Human Resources Department.
This position will remain open until filled with priority given to applications
received by Monday, June 6, 2022.**

The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:
Human Resources Department
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420
(781) 698-4590
jobs@lexingtonma.gov