



Medford

Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155
Office of Human Resources, Room 204
HR: 781-393-2406

POSITION: Community Preservation Act Manager

DEPARTMENT: Planning, Development and Sustainability.

HOURS OF WORK: Full-time (35 hours/weekly) Monday, Tuesday, Thursday 8:30 AM – 4:30 PM; Wednesday 8:30 AM – 7:30 PM; Friday 8:30 AM – 12:30 PM.

SALARY RANGE: \$73,712 - \$87,780 annually (Non- Union FLSA Exempt)

POSITION SUMMARY: This position manages the Community Preservation Act (CPA) program, including staffing the Community Preservation Committee (CPC), coordinating the competitive application process for granting CPA funds, managing the CPA budget and all CPA grants, managing special projects related to the CPA, and overseeing annual updates to the Community Preservation Plan.

SUPERVISION: Works under the direction of the Director of Planning, Development & Sustainability and the Chair of Community Preservation Committee.

RESPONSIBILITIES:

- Schedules, prepares content for, and participates in meetings of the CPC, adhering to Open Meeting Law requirements regarding meeting notice and minutes.
- Monitors all CPA grants, including processing grant agreements, processing invoices and grant report forms, verifying reported work is completed on time and appropriately, and liaising with grantees.
- Coordinates the competitive application process for granting CPA funds, including preparing the application materials (with CPC input and approval), reviewing applications for completeness, and liaising with applicants.
- Prepare updates to the Community Preservation Plan and Annual Reports.
- Manages the CPA budget and all CPA-related financial matters.
- Coordinates submittal of applications for City projects for CPA funds.
- Works with the Chief Procurement Officer to ensure that RFPs and/or IFBs issued for CPA-funded City projects align with the conditions and provisions of the grant awards.
- Ensures that all restrictions (conservation restrictions, preservation restrictions, and affordable housing restrictions) for CPA projects are prepared and recorded as required by the CPC and CPA.



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- Provides future recommendations and projections for the CPA program, including analyzing costs, project review, recommending priorities for funding, and creating short-term and long-term program goals and performance objectives.
- Monitors compliance of affordable housing projects with income eligibility requirements in conjunction with the Office of PDS.
- Monitors compliance of historic resources projects with the Secretary of the Interior's Standards in conjunction with the Office of PDS.
- Serves as the CPC liaison to the public, including organizing several public meeting each year, engaging the public through other mechanisms, managing the CPA website, submitting content for the PDS electronic newsletter, and coordinating with the Communications staff around press releases and media relations.
- Serves as the CPC liaison to the City Council, preparing CPC funding recommendations and appropriation requests, responding to information requests, and presenting to the Council as necessary.
- Responds to questions from the public about the CPA program and grant-funded projects.
- Submits the annual CP-3 report to the Department of Revenue.
- Supervises employees and interns as assigned and needed.
- Attends appropriate meetings and professional development opportunities.
- Performs similar or related work as required or as situation dictates, or as directed by the Director of Planning, Development & Sustainability.

EDUCATION/EXPERIENCE:

Bachelor's degree; minimum of five (5) years of professional experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Master's degree in Public Policy/Administration, Urban Planning, Historic Preservation, Housing & Community Development, or related field preferred.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge: Working knowledge of public policy/administration, historic preservation regulation and practices, affordable housing development and policy, and urban planning. Working knowledge of effective and efficient grant management. Working knowledge of accounting and budgeting. Working knowledge of the preparation of conservation and historic preservation restrictions.



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Skills: Proficient with Microsoft Office software applications. Accounting and budgeting skills. Excellent record-keeping skills. Excellent written and oral communication, facilitation, and public speaking skills.

Abilities: Ability to establish and maintain effective and harmonious working relationships with diverse stakeholders. Ability to engage and productively interact with members of the public. Ability to work independently and establish and adhere to own strategic and efficient work plan. Ability to manage multiple tasks efficiently, prioritize, and balance short- and long-term responsibilities. Ability to learn new concepts quickly. Ability to apply strategic, analytical, and creative thinking and to effectively and efficiently problem solve.

Physical Requirement:

While performing the duties of this position, an employee is regularly required to sit, communicate in person, by telephone, use hands to finger, handle, feel and operate standard office equipment (such as calculators, copiers, typewriters, fax and personal computers).

WORK ENVIRONMENT:

Standard indoor office environment. The noise level in the work environment is usually low to moderate.

ADDRESS ALL COVER LETTERS AND RESUMES TO
Office of Human Resources
City of Medford – Room 204
85 George P. Hassett Drive
Medford, MA 02155

Or send cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov

For the posting please visit the City of Medford's website – www.medfordma.org
The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the
City of Medford, Women, Persons of Color, Veterans and Persons with Disabilities are
encouraged to apply.