

City of New Bedford, MA Job Description

Job Title: Community Preservation Act Coordinator

Pay Grade: M-04

Pay Range: \$22.42 hourly (Position is part time, not to exceed 19 hours per week)

JOB SUMMARY

Responsible for all aspects of managing the implementation of the Massachusetts Community Preservation Act (CPA) as it relates to the City of New Bedford, and managing and organizing the activities of the Community Preservation Committee (CPC), including staffing the CPC, coordinating the application process for granting CPA funds, managing the CPA budget, CPA grants, and CPA-funded projects. The Coordinator will ensure compliance with the State Community Preservation Act requirements as well as the local community's short-term and long-range program goals and performance objectives. The Coordinator will support the CPC in evaluating the needs, possibilities, and resources of the city regarding community preservation; analyzing costs, project review, and determining priorities for funding as well as developing annual reports related to CPA projects and expenditures, and making effective presentations to elected and appointed officials, and the general public. This position is an exciting opportunity for a person with experience in the disciplines of planning, government and grants management to preserve and improve upon the quality of life within New Bedford by assisting in the administration of New Bedford's Community Preservation Fund with over \$1M in annual revenues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job.

Program Management

- Responsible for implementing the policies and procedures related to CPA program operations, applications and projects including project monitoring, compliance, contracting and other financial requirements;
- Coordinate the process and assist in evaluation of funding applications as to eligibility, completeness and compliance with CPA provisions, rules and policies; maintain inventories of project applications and project status reports; prepare legally required annual CPA filings.
- Ensure grant agreements, deed restrictions or other requirements for CPA compliance are executed and/or filed appropriately before any funds are dispersed.
- Monitor the progress of applicants on their projects, review vendor contracts, ensure procurement procedures are handled by the City's Procurement Officer, and review expenditures from CPA for projects.
- Review projects in the field for compliance with approved scope of a project.
- Coordinate the annual update of the Community Preservation Plan.

Administrative Support

- Provide administrative support to the CPC; prepare for meetings, post agendas and legal notices, attend CPC meetings, and take and transcribe minutes; maintain records; prepare educational materials; conduct public hearings and training sessions; maintain CPC webpage and social media accounts.
- Provide information and assistance to the public; develop and manage public participatory processes consistent with City Ordinances, policies and sound planning procedures, and ensure implementation leading to public information and consensus building delivery.
- Attend CPA-related seminars and training workshops to obtain additional knowledge and remain current on developments in CPA legislation, rules and practices, and inform the CPC of changes and developments.

Financial Management

- Administer the Community Preservation Fund with over \$1M in annual revenues; oversee financial operations, invoices, warrants, transfers, expenses, record keeping, preparation of annual budget and annual reports in coordination with the CFO.

The duties listed above 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

MINIMUM QUALIFICATIONS

Education and Experience

Bachelor's Degree in Community Planning, Development, Government, Public Policy, Public Administration or other related field with a minimum of three (3) to five (5) years of professional experience in municipality, grants management, and comparable State/Federal agency or experience in the private sector in which the position was directly related to and required a similar skill set.

A candidate for this position should have:

- Knowledge of CPA policies and programs;
- Experience in project management and plan development;
- Essential computer skills, including spreadsheets, database management, with a strong working knowledge of Word, Excel and PowerPoint;
- Proficiency in social media such as Twitter and Facebook;
- Strong verbal and written communication skills as well as excellent interpersonal skills in dealing with staff, City officials, the public and grant recipients.
- Ability to manage multiple tasks, meet deadlines, and pay careful attention to detail despite interruptions, maintain confidential information, and work independently.

SPECIAL REQUIREMENTS

- Criminal Offender Record Investigation (CORI) background check mandatory.

SUPERVISORY RESPONSIBILITIES

Works under the direct supervision of the Director of the Department of Planning, Housing and Community Development (DPHCD). The Coordinator works closely with members of the CPC, DPHCD staff, other City staff and technical consultants.

PHYSICAL DEMANDS AND WORKING CONDITIONS

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. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is generally *sedentary*. Employees sit most of the time, but may walk or stand for brief periods. Employees may exert up to 10 pounds of force occasionally including having to lift, carry, push, pull, or otherwise move objects.

The City of New Bedford, MA is an Equal Opportunity Employer.