

Community Preservation Act (CPA) Program Manager, City of Newton

Job Description:

Under the direct supervision of the Director and Deputy Director, this position is responsible for all aspects of implementing the Massachusetts Community Preservation Act (MGL Ch. 44B, “CPA”) in Newton. The program manager advises and supports Newton’s nine-member all-volunteer Community Preservation Committee (“CPC”) but also works collaboratively with other City agencies and departments, community organizations, and the general public.

The program manager’s responsibilities for program planning, management and evaluation include: advising the CPC and managing public participation in updating Newton’s *Community Preservation Plan* and other funding guidelines or requirements; managing program finances, including proposing the annual program budget for CPC and City Council approval, submitting required annual reports to the state, and publishing additional financial reports for the CPC and the public; and ensuring wide public notice and distribution of documents for public meetings, hearings and projects. The program manager assists funding applicants in navigating Newton’s CPA funding process while also supporting the critical evaluation of funding requests and project results by the CPC and City Council, supporting effective problem-solving and accurate reporting by the managers of funded projects, overseeing the release of project funds, and evaluating project results.

Newton’s CPA program has been seen as a model by other cities and towns in Massachusetts. This position’s core responsibility is ensuring continued public support for the program by maintaining its cumulative reputation for fairness, transparency and accountability.

Funding note: This position is funded as part of the CPC’s administrative and operating expenses, under the provision in the Community Preservation Act allowing the City Council to “make appropriations from the Community Preservation Fund as it deems necessary for the administrative and operating expenses of the community preservation committee.”

Essential Functions:

(The essential functions or duties listed 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.)

PROGRAM PLANNING, MANAGEMENT & EVALUATION

Ensure State compliance: Ensure that Newton’s CPA program complies with all requirements of the Community Preservation Act (MGL Ch. 44B) and regulations of the state Dept. of Revenue, including for minimum and allowable uses of CPA funds, reports to qualify for funding, etc.

Work with other CPA communities: Through Newton's membership in the statewide Community Preservation Coalition and independently, track CPA amendments, attend conferences for the CPC, exchange best practices, etc.

Work with other City officials and bodies: Advise the Executive Office and other City boards & commissions on appointments to the CPC, advise the CPC and City Council on periodic updates to Newton's CPA ordinance, etc.

Budget and financial reports: This position has primary responsibility for designing and managing Newton's CPA program budget and Fund, which currently includes approximately \$4 million in annual new local and state revenue and \$10-\$20 million in the combination of available fund balances and current funding commitments at any one time.

- Draft and present annual budget for CPC and City Council approval; Manage CPC's annual administrative and operating budget, routine and special expenditures, consultants, etc.
- Design, publish online and regularly update financial reports to support CPC decision making and to inform the City Council, City departments, and the public, including: Pending Proposals, Active Projects, Currently Available Funds, etc.

Public notice, meetings, records, and outreach: Ensure that Newton's CPA program continues to exceed state requirements for public meetings and public records, Respond to inquiries and initiate presentations to community organizations, the general public, City departments and the City Council.

FUNDING & EVALUATION (PROPOSALS & PROJECTS)

Advise project sponsors on CPA eligibility: Advise the CPC in both enforcing and adapting the program's requirements, including handling incomplete submissions and special requests, and assist sponsors in preparing pre-proposals, etc.

Advise CPC based on its initial discussion of the project: Recommend and commission CPC-approved consultant reports or proposal evaluations, including appraisals, advise the CPC on the proposal's compliance with CPA and CPC requirements, provide talking points and additional information to request, etc.

Docket and submit to the Council the CPC recommendation: During the Council's review, advise proposal sponsors and the CPC as the primary presenters; as needed, answer questions from Councilors.

For CPA funded projects, monitor progress to completion: Work with the City Law Dept. to resolve legal questions and create and enforce required legal documents, including grant agreements, contracts, loans, mortgages, and deed restrictions, etc., approve minor changes in project scope but refer major changes for approval by the CPC and/or City Council, and advise the CPC in responding to requests for extensions or revised funding conditions, etc.

Secondary Elements

- Participate as appropriate in activities or projects of the Planning & Development Department or City government that are not directly related to the CPA program for up to ½ day per week. For additional time commitments or special projects not directly related to the CPA program, seek approval from the CPC as the sole funder of this position.
- Attend and participate in Department and other meetings and special events.

Minimum Entrance Qualifications:

(To perform successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals to perform the essential functions.)

Education, Training and Experience:

Master's or other post-graduate degree in public policy, public administration, planning, public finance, or another field related to one or more of the resources eligible for CPA funding: affordable housing, historic resources, open space, and recreation land.

At least 5-7 years of work experience, with increasing responsibility over time, for a combination of:

- Evaluating competitive submissions for funding or other awards, either in government or the private sector; candidates must have a demonstrated commitment to the fairness and transparency required to ensure continued public support for Newton's CPA program;
- Working with citizen advisory committees (in government) or boards of directors (in nonprofit organizations), state and City officials, local non-profit and neighborhood organizations;
- Policy, planning or project management experience and familiarity with non-CPA funding sources for at least one, and preferably more than one, of the resources eligible for CPA funding; candidates must have a demonstrated capacity to master information sources and standards for the other resources and to avoid favoring their own prior specialties when advising the CPC and responding to funding requests;
- Hiring and supervising consultants, part-time or temporary staff, and interns;
- Budget design and analysis.

Knowledge, Ability and Skill:

Exceptional skills in written and oral communication, research, and analysis, including ability read and draft legal documents and to design and produce financial reports. Ability to identify, evaluate and apply core information resources and standards for all CPA-eligible resources. Ability to work effectively in a political environment. Organization, initiative, and judgement, to prioritize multiple, simultaneous tasks. Experience designing and using spreadsheets (Excel or equivalent); word processing; presentations (PowerPoint or equivalent); html/website editing and

content management. Flexibility to attend night meetings or events several times a month, plus occasional weekend events

Highly desirable: Previous familiarity with the Community Preservation Act, either from volunteer involvement or professional work. Previous volunteer or professional experience with Newton-based agencies, organizations or projects. Familiarity with Massachusetts municipal finances and financial software (especially MUNIS). Familiarity with municipal public procurement in Massachusetts. Experience with Geographic Information Systems and graphic design/publishing software. Language abilities in addition to English (especially languages widely spoken in Newton: Spanish, Chinese, Russian)

A strong commitment to public service required.

Physical requirements/work environment

(The physical demands described here represent those requirements 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 essential functions.)

Work is performed under typical office conditions; the noise level is quiet to moderate at most times. Essential functions are regularly performed without exposure to adverse environmental conditions.

Operates computers, printers, facsimile machine, copier, calculator, telephone and standard office equipment.

Has frequent contact with other City departments, current employees, and vendors/service providers.

Has access to all department-level confidential information, which requires the application of appropriate judgment, discretion and professional office protocols.

Errors in judgment or omissions could result in considerable confusion and delay, have a continuing adverse effect on the department's ability to deliver services, be costly to correct and cause significant adverse public relations.

Tasks require the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5 – 10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Performance Standard

Employees at all levels are expected to effectively work together to meet the needs of the community and the City through work behaviors demonstrating the City's values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

(This 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.)

Job type: Full Time

Fully remote: Hybrid

Salary range: \$72,058 – \$74,220

Location: Newton Massachusetts

Apply: <https://jobs.keldair.com/cityofnewton/jobs/59780>