

## **Pembroke Community Preservation Committee Administrative Assistant Job Description**

### Supervision

Works under the direct supervision of the Chairperson.

### Work Environment

Work is generally performed in a home office; the contractor operates their own personal office equipment and personal automobile. The contractor is required to attend frequent evening meetings located within a town building.

### Essential Duties and Responsibilities

The essential functions or duties listed below are illustrations of the type of work 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.

Responsibilities include but are not limited to:

- Schedule meetings and annual public hearings.
- Prepare and distribute agenda for CPC meetings.
- Post all meetings and changes in meeting schedule in accordance with The Open Meeting Law
- Set-up, attend, record and transcribe Minutes at CPC meetings.
- Maintain record of all approved Meeting Minutes.
- Pick up, sort and retain incoming mail for the Committee's review.
- Perform secretarial duties; such as preparing letters, filing, etc.
- Place legal advertisements/annual public hearing notices, when needed.
- Keep and maintain all CPC files.
- Act as Liaison with other town boards, public and others who need information about the CPA in Pembroke.
- Prepare and distribute memos to other town boards as needed.
- Prepare and submit warrant articles for recommended CPA projects.
- Perform research functions.
- Arrange all details for the annual CPC public hearing and other public CPC meetings.
- Update CPC page on town's website and other related CPA websites.
- Prepare and submit Annual Report after the CPC has approved such.
- Handle all payments to the Town Treasurer.
- Prepare and submit invoices for payment by the Town Accountant after the CPC approves such.
- Track budget and expenses for all CPC accounts.
- Keep financial record of all applications, including a general ledger of expenses.

- Prepare annual reports with the assistance of the Town Accountant as required by the DOR and the CPA Coalition.
- Contact DOR and CPA Coalition as needed for guidance and updates to the CPA.
- Field questions on applying for CPA funding; help and advise applicants as they complete applications, check for accuracy; copy and distribute to CPC members.
- Provide the general public with a location for questions related to the Community Preservation Committee and a place to examine a copy of the Community Preservation Act, funding applications, Meeting Minutes, etc.
- Attend Community Preservation Coalition annual meetings, seminars and training workshops to obtain additional knowledge and inform the Committee of any changes to the Community Preservation Act and associated Regulations.