

Town of Stoughton, MA
Community Preservation Committee
Community Preservation Administrative Assistant Position
Part Time Position

Position Summary

The Stoughton Community Preservation Committee has an opening for a CPA Administrative Assistant. This a part time position is responsible for all aspects of managing the implementation of the Massachusetts Community Preservation Act (CPA) as it relates to the town of Stoughton, and managing and organizing the activities of the nine member Community Preservation Committee (CPC), including: attending meetings, taking minutes of the meetings, overseeing compliance with short term and long range program goals and performance objectives; monitoring and tracking legislation and local initiatives related to the Community Preservation Act; evaluating needs, possibilities, and resources of the town regarding community preservation; analyzing costs, project review, and determining priorities for funding; developing clear reports and making effective presentations to elected and appointed officials, and the general public; administering Stoughton's Community Preservation Fund with over \$600,000 in annual revenues; and monitoring of projects that have been funded with Community Preservation funds. Manages compliance with state Community Preservation Act requirements. This position includes responsibility for supervising all staff with CPA related responsibilities.

Job Description

Supervision

Will work under the direct supervision of the Chairperson.

Work Environment

Work is generally performed in a home office; the contractor operates his/her own personal office equipment and personal automobile. The committee has office space for filing and has a computer and a tape recorder to assist in transcribing minutes. The contractor is required to attend evening meetings (usually monthly, but bimonthly at times) located within a town building.

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 of CPC meetings.
- Maintain records of all approved Meeting Minutes.
- Pick up, sort and retain incoming mail for the Committee's review.
- Perform secretarial duties; 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 CPA in Stoughton.

- Prepare and distribute memos to other town boards as needed.
- Prepare and submit warrant articles for recommended CPA projects.
- Perform research functions on CPA projects. For Example, for land and housing projects, we may need to obtain assessor's information or research deeds, Conservation Restrictions (CR'S), Historical Restrictions, easements and other documents in files at the Town Clerk's office, the Conservation Commission, the Planning Board, etc.
- Arrange all details for the annual CPC public hearing and other public CPC meetings.
- Update CPC webpage 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.
- Review projects in the field for compliance with/approved scope of a project.
- Remain current on developments in CPA legislation, rules and practices and inform the CPC of changes and developments.
- Prepare annual reports and for the Town Annual Report with the assistance of the Town Accountant as required by the DOR and 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.
- Ensure all preservation restrictions are filed appropriately before any funds are dispersed.
- Arrange schedules for other meetings that take place outside the monthly CPC meetings, and arrange to have CPC personnel on other boards' agendas when necessary.
- Monitor the progress of applicants on their projects, review vendor contracts, make sure procurement procedures are handled by the town's procurement officer, and review expenditures from the CPA for projects.
- Other tasks as assigned by the committee.

Preferred Qualifications

- Associate Degree in Business Administration.
- Two (2) years of advanced business or secretarial training.

- Three (3) years of relevant work experience or an equivalent combination of education and experience.

A candidate for this position should have:

- Knowledge of CPA, policies, and programs and department operations;
- Excellent computer skills with strong working knowledge of word, excel, PowerPoint. Proficiency in social media such as Twitter and Facebook.
- Have strong communication (written and verbal), and customer service skills.
- A working knowledge of office management principles and practices, and computer systems and equipment used by the department.
- A candidate should be able to manage multiple tasks, meet deadlines, and pay careful attention to details despite interruptions; maintain confidential information; with ability to work independently.

Salary and Benefits:

This Position is part-time, non-benefits eligible. Flexible monthly hours up to 20 hours per month, possibly more during prep for the Annual Town Meeting, plus cover nighttime meetings. The salary range is \$18.00 to \$20.00 /hour.

The Town of Stoughton strongly supports the principle of diversity. We encourage applications from women, ethnic minorities, persons with disabilities and all veterans.

Please apply to :

Mr. Jamie Kelley
Human Resources Administrator
Stoughton Town Hall
10 Pearl Street
Stoughton, MA 02072
Telephone: 781-341-1300, x9219
Email: jkelley@stoughton-ma.gov

Deadline to apply is January 15, 2014