

**Town of Stow
Community Preservation Committee**

Position Title: CPC Administrator
Hours worked/week: 5-15 hours/week variable depending on workload, including evening meetings
Seasonal: No
Revision date of job description: 3/1/2014 (reviewed 6/10/15)
Supervisor: Chair, Community Preservation Committee

General Function and Scope: Provide staff support to Stow's Community Preservation Committee.

Duties and Responsibilities:

Project Support:

- Provide substantive support with regard to carrying out projects approved for funding as assigned
- Oversee consultants and other experts providing services to the CPC.
- Track progress of projects.

Manage CPA Finances:

- Become familiar with the Department of Revenue (DOR) guidelines on the Community Preservation Act.
- Prepare and manage the administrative budget for the committee.
- Track the funding of all projects funded by the CPA funds, coordinating with Town Accountant and Treasurer.
- Maintain the status of the Open Space, Historic and Community Housing funds for the committee, including the reporting of all revenues.
- Provide a record of all committee recommendations, expenditures, and property interests.
- Assist in the preparation and issuance of the annual reports to the DOR Support any audits by the DOR of the activities and spending of the Community Preservation Act funds.

Research CPA-related Issues:

- Review published and internet newsletters concerning the CPA, Open Space, Historic Preservation, and Community Housing issues including low and moderate income housing.
- Assist in obtaining grants for Open Space, Historic Preservation, and Affordable Housing.

Outreach & Training

- Assist in orienting and training new CPC members.
- Interface with public concerning Community Preservation Committee activities, including responding to phone and press queries and monitoring email.
- Serve as liaison to the Massachusetts Community Preservation Coalition.
- Assist with annual review of CPA Plan for Stow.

Administrative/ Clerical Support:

- Become familiar with the Community Preservation Act MGL Chapter 44B.
- Post meetings & agendas of the Community Preservation Committee.

- Attend meetings & take minutes
- Publish minutes of meetings and, when approved, distribute copies.
- Maintain records of all committee meetings.
- Receive copy, distribute, and file all correspondence to and from the committee.
- Support and schedule any meetings with other town boards and committees.
- Maintain and Update the CPC town web page.
- Provide support with regard to warrant articles and town meeting research/presentation.
- Draft CPC annual report.
- Write and issue letters for the Community Preservation Committee.