



TOWN OF WATERTOWN
PERSONNEL DEPARTMENT
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GAYLE M. SHATTUCK
Personnel Director

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Community Preservation Coordinator

New Position Announcement

Part Time 20 hours /week

The Town of Watertown seeks an individual to provide administrative assistance to the Community Preservation Committee (CPC) in managing all aspects of the Community Preservation Program including coordinating the application process for granting Community Preservation Act (CPA) funds, managing all budget expenditures, facilitating the CPA grants process, completing annual reports on projects, funding expenditures, Department of Revenue filings, annual plan updates, and managing special projects related to the CPA. The Coordinator will prepare materials, participate in all CPC monthly evening meetings and other meetings as determined, and maintain compliance with the Open Meeting Law, CPA rules, CPC and DOR policies. Collaboration, teamwork, strong communication skills, both verbal and written, and community relations skills are critical for this position.

The Coordinator will report directly to the CPC through the Chair, with some oversight by the Director of Community Development and Planning/Assistant Town Manager for employment-related issues and the use of town resources.

Watertown's annual tax surcharge totals about \$2,000,000 plus the annual state match. The CPC is looking to create and launch a town-wide engagement process to develop community enhancing projects – imaginative and doable – that will best serve all residents of Watertown for years to come.

Required Minimum Qualifications:

Bachelor's degree in Planning or a related field with 3 or more years' experience in community development and planning and/or public administration. Master's degree in Planning, Public Policy/Administration plus at least 1-year experience preferred. Demonstrated knowledge of budgeting and grant management; knowledge of the public procurement process/Chapter 30B experience is a plus. Computer skills and a valid Massachusetts driver's license with safe driving record.

Salary Range: \$31.71 - \$34.65 per hour. This is a non-union, part-time position with an excellent benefit package.

To Apply: An on-line application form is available at www.watertown-ma.gov in the document center/personnel tab or at the Personnel Department. An application form with resume and cover letter is accepted by email: personnel@watertown-ma.gov; fax 1-617-923-8195 or at the Personnel Department, 149 Main Street, Watertown, MA 02472.

Deadline: Open until filled. Additional position details available.

Affirmative Action/Equal Opportunity Employer

Community Preservation Coordinator (Part-time), Watertown, MA

The Community Preservation Coordinator will provide administrative assistance to the Community Preservation Committee (CPC) in managing all aspects of the Community Preservation program including coordinating the application process for granting CPA funds, managing all budget expenditures, facilitating the CPA grants process, and managing special projects related to the CPA.

The Coordinator will report directly to the CPC and work with Town staff, and community members to ensure transparency in the application process and funding of awards, and complete annual reports on projects, funding expenditures, and plan updates.

The Coordinator is a part-time position, with a minimum of twenty hours of work per week. He/She shall be required to participate in regularly monthly scheduled evening meetings of the CPC and occasional ad hoc nighttime public meetings.

Education & Qualifications:

1. Bachelor's degree with three or more years' experience in community development/planning and/or public administration or equivalent public or private sector experience. Master's degree in Planning/Public Policy/Administration or related field preferred.
2. Demonstrated knowledge of budgeting and grant management.
3. Knowledge of the public procurement process/Chapter 30B experience is an added plus.

Supervision:

This position will report directly to the Community Preservation Committee through the Chair, with some oversight by the Director of Community Development and Planning/ Assistant Town Manager for employment related issues and use of town resources.

Knowledge and Skills:

1. Familiarity with the Community Preservation Act and applicable state and local laws, policies, and programs; Experience with the CPA preferred.
2. Project management, research, monitoring, and proven organizational skills
3. Excellent computer skills with strong working knowledge of Word, Excel, PowerPoint; proficient in social media.
4. Strong communication (verbal and written), and community relations skills.
5. Ability to work with a broad range of stakeholders and the general public.
6. Ability to manage multiple tasks, prioritize, meet deadlines, pay careful attention to details, maintain confidentiality, and work independently.

Essential Functions:

The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to the position.

Primary Responsibilities and Tasks:

1. Administrative:

- 1.1 Attend all CPC meetings; take, transcribe, and post approved agendas and minutes; coordinate schedules, post public notices, arrange meetings and hearings as needed; prepare and distribute correspondence, reports, and maintain records in compliance with Open Meeting Law, CPA rules and policies, and the Department of Revenue (DOR) requirements. Prepare legally required annual CPA filings.
- 1.2 Assist CPC in report preparation and annual updates, reviewing needs, possibilities, and resources of the town regarding community preservation; analyzing costs, project status review, and determining priorities for funding; assist in creating short-term and long-term program goals.
- 1.3 Research, attend seminars, and remain current on CPA developments, state legislation, DOR rules and practices, as needed to inform the CPC of updates and changes.

2. CPA Project Oversight and Management:

- 2.1 Assist in evaluating and tracking of project applications as to eligibility, and compliance with CPA provisions, rules and policies.
- 2.2 Monitor project progress status reports, track and review budget and expenses for all vendor contracts, field and track status calls from vendors.
- 2.3 Ensure grant agreements, deed restrictions, or other legal requirements for CPA compliance are executed and/or filed appropriately before any funds are dispersed.
- 2.4 Conduct and/or oversee project review for compliance with approved project scope.
- 2.5 Review all CPA project expenditures and accounts. Process all CPA invoices e.g., check for accuracy, obtain required CPC signatures, and process according to Town accounting and procurement procedures.
- 2.6 Prepare and submit annual report of CPA accounting, projects, and funding recommendations.

3. Community Outreach, Support, & Training

- 3.1 Provide information and assistance to the public; respond to inquiries; explain programs, policies, and application materials.
- 3.2 Make presentations to elected and appointed officials, and the general public as necessary. Serve as liaison to other town staff, boards, and committees related to CPA activities as necessary.
- 3.3 Maintain content for the CPC Home Page of the town's website, committee website, press releases and media relations, and social media outlets as determined by the CPC.