

# Job Description: Worcester Community Preservation Manager

The City of Worcester is an EEO/AA Employer. Preference is given to Worcester residents.

If you wish to apply for this position, the deadline is **Friday, May 10, 2024**. Please note the following application options for this position:

- **Applicants are Encouraged to [Apply Online](#)**
- By Mailing to the Department of Human Resources, ATTN: COMMUNITY PRESERVATION MANAGER, 455 Main Street, Room 109, Worcester, MA 01608 (If applying via US Mail, **please include** a completed [Application Questionnaire & VSID](#))

**Title:** COMMUNITY PRESERVATION MANAGER

**Department/Division:** Economic Development

**Apply Start Date:** 04/26/2024

**Apply End Date:** 05/10/2024

**Type:** Full Time

**Hours:** 40 Per Week

**Wage:** \$78,434 - \$93,858 annually

## COMMUNITY PRESERVATION MANAGER DEPARTMENT OF ECONOMIC DEVELOPMENT CITY OF WORCESTER

The City of Worcester seeks qualified applicants for a **Community Preservation Manager** (Special Projects Coordinator) for the Department of Economic Development. Under the direction of the Assistant Chief Development Officer for Special Projects, the position will oversee the administration of the Community Preservation Committee (CPC). Enabled by the Community Preservation Act (M.G.L. Chapter 44B), the CPC is responsible for developing and updating the Community Preservation Plan, which guides the CPC's recommended appropriations of Community Preservation Act (CPA) funds. In supporting the implementation of the CPC's efforts, the Community Preservation Manager will engage with community stakeholders, field inquiries, and administer applications for funding, project oversight, and payment processing. This individual will provide reports and updates for the administration relative to the work of the CPC. The position will also support other initiatives and projects being carried out by the Special Projects division.

Bilingual and multilingual applicants are encouraged to apply.

**ESSENTIAL ELEMENTS:**

- Serve as a liaison and administrator for the CPC including coordination of meeting schedule, meeting agendas, and meeting minutes.
- Assist in the creation, development, and updates to the Community Preservation Plan, including participation at required public hearings.
- Manage the CPC application process for projects seeking CPA funding including the development of application form, eligibility, review criteria, and evaluation.
- Administer contracts for funding and payment processing for projects awarded CPA funding.
- Maintain accurate budgets, expenditure tracking and preparation of financial reports in collaboration with the City's Administration and Finance Department.
- Manage any procurement activities in connection with the purchase of any goods and services for the CPC.
- Produce programmatic reports for the Executive Office of Economic Development, City Manager, and City Council related to the activities and projects of the CPC.
- Assist in updating the City's website and other content relative to the CPC and CPA funding.
- Assist in other project management duties in support of the Division as needed.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of public administration, business administration and/ or management concepts and principles.
- Knowledge of relevant laws and regulations pertaining to local, state, and federal government such as public financing and public procurement.
- Knowledge of office software, the Internet, social media, and web site technology in support of department operations.
- Ability to work independently and to interact effectively with members of the public, local officials, and department personnel.
- Ability to manage a wide range of complex projects, and multiple tasks in a detailed and organized manner.
- Ability to communicate effectively and tactfully, both orally and in writing, with department employees, diverse community organizations, and public officials.
- Ability to prepare detailed, accurate reports.
- Proficient skill in the operation of a personal computer and the application of office software including word processing, spreadsheets, and database management applications as well as the Internet
- Proficient customer service skills
- Proficient written and verbal communication skills
- Ability to establish and maintain working relationships with diverse populations.
- Effective organizational skills
- Critical thinking skills and attention to detail

## MINIMUM REQUIREMENTS:

- Bachelor's degree in public administration, business administration, management, economics, political science, or related field, or an equivalent master level of trade knowledge in a related field;

o An equivalent combination of education, training and five (5) years of experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job will be considered in lieu of the above requirements.

- Excellent Communication Skills
- Proficient with Microsoft Office Suite

## PREFERRED QUALIFICATIONS:

- Master's degree in public administration, business administration, management, economics, political science, or related field
- Five (5) years of work experience in public administration and/or business administration
- Three (3) years of experience with project management
- Three (3) years of experience with budget management
- Bilingual

**SALARY RANGE:** \$78,434 - \$93,858 annually, full-time, exempt, with an excellent benefits package.

**To apply, please visit:** [www.worcesterma.gov/employment](http://www.worcesterma.gov/employment) or send resume and cover letter on or before **FRIDAY, MAY 10, 2024**, to: City of Worcester, 455 Main Street, Room 109, Worcester, MA 01608. Preference is given to Worcester residents. **The City of Worcester is an equal opportunity, affirmative action employer. Women, minorities, people with disabilities and protected veterans are encouraged to apply.** Direct inquiries to: City Hall, Human Resources, Room 109, 508-799-1030, [HR@worcesterma.gov](mailto:HR@worcesterma.gov).