

TOWN OF SUDBURY
Position Posting
Community Preservation Coordinator
35 hours per week

The Town of Sudbury is accepting applications for the position of Community Preservation Coordinator. Under the supervision of the Director of Planning and Community Development, the Community Preservation Coordinator coordinates the administrative elements of the Community Preservation Committee and Housing Trust. The successful candidate will be responsible for scheduling and administrative work for the Community Preservation Committee and Housing Trust, including attending day and evening meetings; preparing meeting minutes; assisting in the implementation of the Town's Community Preservation program and the various Housing Trust programs; maintaining financial records; preparing annual reports as required by the Department of Revenue and the Community Preservation Coalition; assisting with the preparation of grant applications to state and federal agencies for funding; responding to inquiries regarding the Community Preservation Act and housing related matters; and providing assistance with other projects for the Community Preservation Committee and Housing Trust.

Candidates must meet the minimum requirements contained in the job description posted at <http://sudbury.ma.us/departments/HR>.

Starting salary range is \$45,826 to \$51,416 (top step in range to \$60,273) plus excellent benefits. Email letter of interest and resume to DuchesneauA@sudbury.ma.us. Resumes accepted *until May 31, 2022* at 12:00 Noon with the *initial review of applications beginning May 23rd*.
AA/EOE

See complete job description below:

COMMUNITY PRESERVATION COORDINATOR

Position Purpose

Staff position to the Community Preservation Committee (CPC) and Sudbury Housing Trust. The position assists in evaluating information for Community Preservation Act (CPA) funding applications, preparing reports, and implementing the CPC's goals and policies. The position also manages the financial records, and administers and advances special projects and programs for the Housing Trust, with assistance from Town's housing consultant, the Regional Housing Services Office (RHSO). Tasks include performing a wide variety of complex administrative duties under broad supervision of a department head or executive administrative employee. Work requires initiative and independent judgment in the application of prescribed policies, procedures, and methods. Performs all other related work as required. The Community Preservation Act is a state-wide act providing funding for the acquisition, creation, and preservation of open space, recreational resources, historic resources, and community housing, and the position will demonstrate interest, enthusiasm, and activism in these areas.

Supervision

Supervision Scope: Performs varied and responsible functions requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative to interpret guidelines, policies, procedures, and practices.

Supervision Received: Works under the direction of the Director of Planning and Community Development, following department rules, regulations, and policies, requiring the ability to plan and perform operations, and to complete assigned tasks according to a prescribed time schedule. Functions independently in processing administrative aspects of the office, referring to the department head on proposed revisions or exceptions to policies.

Supervision Given: Provides functional guidance to other office staff within the department and in other Town departments.

Work Environment

Work is performed in a typical municipal office environment. Majority of work is performed in a moderately noisy work environment, with frequent interruptions.

Operates all department computers and technologies, calculator, telephones and/or dispatching equipment, copier, facsimile machine, and all other standard office equipment. Some equipment may be specialized to a particular department.

Makes frequent contact with Town department staff, public officials, general public, vendors, consultants, and outside agencies and organizations. Contacts require a high degree of tact, diplomacy, and confidentiality.

Has access to department related confidential information.

Errors could result in delay or loss of service and possible legal ramifications.

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.

Community Preservation Committee Tasks:

- Supports the Community Preservation Committee, attends all meetings, makes presentations, and provides CPA advisory input as needed.
- Prepares and posts agendas, and distributes materials to the CPC and other interested Town boards, commissions, and committees.
- Coordinates with the CPC Chair to set meetings, public hearing schedules, and agendas.
- Arranges all logistical details for annual CPC Public Hearings and other public CPC meetings.
- Prepares minutes of the CPC meetings.
- Processes and assists in evaluating CPA funding applications as to eligibility, completeness, and compliance with Community Preservation Act provisions, and the CPC's rules and policies. Performs research functions on CPA applications as needed.
- Distributes CPA funding applications to CPC members and to all appropriate Town boards, commissions, and committees for review and input.
- Fields questions from the public and Town departments regarding CPA funding applications.
- Works with the CPC to prepare Warrant Article(s) for the Annual Town Meeting.
- Monitors the progress of approved CPA projects and obtains Annual Reports from each applicant until the project is completed.
- Processes all CPA invoices (checks for accuracy, obtains appropriate signatures, makes copies, delivers to Accounting department, fields status calls from vendors, etc.).
- Maintains CPA financial files, including the financial record of all approved applications, and a general ledger of all administrative expenses incurred in coordination with the Finance Director.
- Ensures all deed restrictions and grant agreements are filed appropriately before any funds are dispersed.
- Conducts public relations and prepares educational materials and press releases when appropriate. Responds to inquiries from the general public and Town departments on CPA/CPC procedures, legislation, and policy. Maintains contact with the Community Preservation Coalition, related Town departments and committees, and outside organizations.
- Updates CPC homepage on Town website and other related CPC websites.
- Assists CPC in annually updating the Community Preservation Plan.
- Prepares annual reports with the assistance of the Finance Director as required by the Department of Revenue and the Community Preservation Coalition.
- Attends appropriate seminars relevant to the CPA.
- Contacts the Department of Revenue and Community Preservation Coalition as needed for guidance and updates to the CPA.
- Other tasks as assigned by the CPC.

Housing Trust Tasks:

- Supports the Housing Trust, attends all meetings, makes presentations, and provides advisory input as needed.
- Prepares and posts agendas, and distributes materials to the Housing Trust and other interested Town boards, commissions, and committees.
- Coordinates with the Housing Trust Chair and RHSO to set meetings, public hearing schedules, and agendas.
- Arranges all logistical details for Housing Trust meetings.
- Prepares minutes of the Housing Trust meetings.
- Ensures Housing Trust revenue has been received and transactions processed.
- Presents monthly transactions to the Housing Trust for ratification.
- Balances the Housing Trust records to the MUNIS financial system.
- Prepares the Housing Trust's Annual Budget and tracks actual expenses to budget projections throughout the year.
- Maintains the financial history for the Housing Trust.
- Maintains detailed financial records for each Housing Trust project.
- Prepares the annual CP-3 Form all Community Preservation Act funding expended by the Housing Trust.
- Prepares the annual Community Preservation Act funding request for the RHSO Membership Fee.
- Supports the annual Housing Trust audit.
- Administers the Small Grants Program with assistance from the RHSO (posts notices, receives applications, answers resident inquiries, presents applications to the Housing Trust, sends out award materials, prepares invoices, etc.)
- Administers and advances special projects and programs with assistance from the RHSO (Emergency Rental Assistance Program, Home Preservation Program Units, manages consultants to analyze properties for possible development, etc.)
- Prepares Housing Trust documents and Trustee membership acceptances as required.
- Other tasks as assigned by the Housing Trust.

Recommended Minimum Qualifications

Education, Training, and Experience:

Associates degree in business, public administration, or related field, and three years of office experience or any equivalent combination of education, training, and experience. Municipal experience highly desired. Driver's license helpful.

Knowledge, Ability, and Skill:

Knowledge: Thorough knowledge of office procedures, practices, and terminology. Thorough knowledge of departmental operations. Working knowledge of municipal operations. Working knowledge of Community Preservation Act legislation. Working knowledge of fundamental concepts and familiarity with the practical and regulatory application of planning and land use principles. Familiarity with affordable housing programs and legislation in Massachusetts. Familiarity with the practical and regulatory application of historic district regulations and preservation principles. Familiarity with accounting principles and procedures. Knowledge of the operation of computer software applications. Knowledge of Town bylaws, state and federal laws and regulations.

Ability: Ability to communicate effectively and tactfully with staff, Town departments, officials, and the public. Ability to compose correspondence. Ability to recognize and resolve problems with minimal administrative intervention. Ability to prioritize and complete multiple tasks at one time with frequent interruptions. Analytical ability. Ability to maintain and manage records. Ability to work effectively and productively under time constraints to meet deadlines. Must be able to operate a personal computer and/or laptop, and display intermediate to advanced skill when using software programs for word processing, database, spreadsheets, and other software as required by the position. Ability to coordinate office services such as purchasing, payroll, recordkeeping, budget, and accounts receivable/payable.

Skill: Excellent customer service and interpersonal skills; ability to diffuse difficult situations and conflicts. Excellent written and oral communications skills. Strong organizational skills. Skill in identification and utilization of new information resources. Skill with numbers and budgets. Skill in all of the above listed tools and equipment.

Physical Requirements

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5 – 10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Operates a keyboard and calculator at an efficient speed. Regularly required to operate office objects, tools, or controls, and move paper, files and other common office objects. Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Essential functions require close vision for regularly working with details and numbers. Tasks require the ability to communicate orally. Some outside field work may be required.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.)