



Medford

Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155
Personnel Office, Room 204

Jennifer Dever Wood – jdeverwood@medford-ma.gov
Jeanine Femino Camuso - jcamuso@medford-ma.gov
HR: 781-393-2406 - Fax: 781-391-3546

POSITION

COMMUNITY PRESERVATION COORDINATOR

HOURS OF WORK:

Position is part time, an estimated 15-19 hours per week

SALARY:

Compensation is \$30 per hour.

BASIC PURPOSE:

This position provides administrative assistance to the Community Preservation Commission (“CPC”) by preparing for meetings, posting agendas and distributing information to committee members and City Clerk.

SUPERVISION:

Works under the direct supervision of Treasurer’s Office under the City’s Finance Department. The Coordinator works closely with the Community Preservation Commission as well as the Mayor and key City staff.

RESPONSIBILITIES:

Attend CPC meetings, take and transcribe minutes of meetings, and provide follow up for meetings; schedule and arrange for hearings as needed and inform individuals of hearing information; prepare correspondence and reports; and maintain records for office.

Research, retrieve and maintain information from files or other resources to assist committee in its deliberations. Develop format for applications and for tracking applications and projects. Provide information and assistance to the public; respond to inquiries, requests, and complaints on the telephone and in person; explain department programs and policies; and refer individuals to other resources as deemed appropriate. Process and assist in evaluation of funding applications as to eligibility, completeness and compliance with Community Preservation Act (“CPA”) provisions, rules and policies; maintain inventories of project applications and project status reports; prepare legally required annual CPA filings.

Monitor the progress of applicants on their projects, review vendor contracts, make sure procurement procedures are handled by the City’s procurement officer, and review expenditures from CPA for projects. Ensure grant agreements, deed restrictions, or other requirements for CPA compliance are executed and/or filed appropriately before any funds are dispersed. Review projects in the field for compliance with approved scope of a project.



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Process all CPA invoices (e.g., check for accuracy, obtain CPC chair signature, deliver to accounting department, field status calls from vendors). Track budget and expenses for all CPC accounts. Prepare and submit annual report of CPA accounting, projects, and funding recommendations. Develop clear reports and making effective presentations to elected and appointed officials and the public.

Assist in preparation of Community Preservation Plan and annual updates, evaluating needs, possibilities, and resources of the city regarding community preservation; analyzing costs, project review, and determining priorities for funding; create short-term and long-range program goals and performance objectives.

Maintain content for the CPC home page of the City website, committee website, and social media. Prepare and update educational material. Serve as liaison to other City staff and boards related to CPA activities. Coordinate with technical consultants. Remain current on developments/CPA legislation, rules and practices and inform the CPC of changes and developments. Attend appropriate seminars relevant to the CPA and Contact DOR and CPA Coalition as needed for guidance and updates.

A candidate should be able to manage multiple tasks, prioritize, meet deadlines, and pay careful attention to details despite interruptions; maintain confidential information, with the ability to work independently. Perform other duties as assigned by the committee/supervisor.

REQUIRED KNOWLEDGE:

Demonstrates leadership and familiarity with the Community Preservation Act and applicable state and local laws, policies, and programs. Project management, research and organizational skills. Excellent computer skills with strong working knowledge of Word, Excel, PowerPoint. Proficient in social media, including but not limited to Twitter, Facebook, Instagram. Strong communication (verbal and written), and customer service skills; ability to work with a broad range of stakeholders and public. A working knowledge of office management principles and practices, and computer systems and equipment used by the department.

EDUCATION AND EXPERIENCE:

Master's degree preferred, or Bachelor's or Associate's degree with equivalent combination of education and work experience. Three to five years' experience in housing and community development, public administration and finance/accounting, grant management, or community planning, in a municipality, state or other public agency, or private sector in which the position was directly related to and required a similar skill set.



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PHYSICAL ACTIVITY REQUIREMENTS:

Work is performed in a normal office environment, subject to frequent interruptions, not subject to extremes of noise, temperature, odor etc. Operates computer, printer, photocopier, scanner and other office equipment. Work requires periods of sitting, reaching, typing and use of a computer mouse, which requires eye-hand coordination and finger dexterity. Duties may include walking, talking, and listening/hearing. The employee seldom lifts more than 10 pounds. The position has normal vision requirements.

ADDRESS ALL COVER LETTERS AND RESUMES TO:

Personnel Department
City of Medford
85 George P. Hassett Drive
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or send cover letter and resume
with the job title in the subject line
to
jobs@medford-ma.gov

For the posting please visit the City of Medford's website - www.medford-ma.gov

"The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer"