

Town of Rockland

Job Description

Position Title:	Community Preservation Administrative Assistant	Grade Level:	N/A
Department	Community Preservation	Date:	02/24/2023
Reports to:	Community Preservation Board		

Statement of Duties:

Position offers administrative and technical support and assistance to the Rockland Community Preservation Committee (RCPC) by assisting with administering programs and policies. The position will be responsible for preparing reports and correspondence; responding to inquiries, and maintaining files and records as needed. The position will also focus on preparing for and attending RCPC meetings, taking and transcribing minutes of meetings, and providing follow up for meetings. Additionally, the position is responsible for performing a variety of administrative and support responsibilities as assigned.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be 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.

- Schedule and post meetings and annual public hearings in accordance with the Open Meeting Law.
- Prepare and distribute agenda; Set up, attend, record, and transcribe minutes for all CPC meetings.
- Maintain CPC files and records of all approved Meeting Minutes.
- Pick up, sort, and retain incoming mail for the Committee's review.
- Perform typical secretarial duties, such as preparing letters, filing, etc.
- Work with Town administrators to place legal advertisements and annual public hearing notices.
- Act as liaison with other town boards, public and others who need information about CPA.
- Prepare and distribute memos to other town boards as needed.
- Prepare warrant articles for review for recommended CPA projects.
- Perform research functions on CPA projects (if applicable). For Example, for land and housing projects, we may need to obtain assessor's information or research deeds, Conservation Restrictions (CR'S), Historical Restrictions, easements, and other documents in files at the Town Clerk's office, the Conservation Commission, the Planning Board, etc.
- Prepare and submit invoices if applicable.
- Remain current on developments in CPA legislation, rules and practices and inform the CPC of changes and developments.
- Prepare reports for the Annual Town Report with the assistance of the Town Accountant as required by the DOR and CPA Coalition.
- Communicate with DOR and CPA Coalition as needed for guidance and updates to the CPA.

- Field questions on applying for CPA funding; help and advise applicants as they complete applications, check for accuracy, copy, and distribute to CPC members.
- Attend Community Preservation Coalition annual meetings, seminars, and training workshops to obtain additional knowledge and inform the Committee of any changes to the Community Preservation Act and associated Regulations.
- Ensure all preservation restrictions are filed appropriately before any funds are dispersed.
- Arrange schedules for other meetings that take place outside the monthly CPC meetings and arrange to have CPC personnel on other boards' agendas when necessary.
- Monitor the progress of applicants on their projects, review vendor contracts, make sure procurement procedures are handled by the town's procurement officer, and review expenditures from the CPA for projects.
- Assist with updates CPC webpage on town's website and other related CPA websites (if applicable)

Supervision Required: Works under general supervision of the Community Preservation Board. Employee is expected to plan and carry out routine tasks and determine own procedures independently, with little direct supervision.

Supervisory Responsibility: Work does not normally include any supervisory responsibility.

Confidentiality: The employee has regular access to confidential information such as department and client records and must manage in accordance with the state law.

Accountability: Attention to detail is of extreme importance due to the nature of the type of documents which are processed. Errors may result in adverse customer relations, legal repercussions, labor material costs, and missed deadlines.

Judgment: Numerous standardized practices, procedures or general instructions govern the work performed and, in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice or procedure, regulation, or guideline.

Complexity: The work consists of a variety of duties which follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Nature and Purpose of Public Contact: Works with CPC Board, various town boards such as the finance committee, department employees and the general public to obtain or provide information and assistance, via email, telephone and in person. Employees are expected to act with courtesy, tact, and diplomacy in working with others and resolving issues.

Recommended Minimum Qualifications:

Education and Experience: Associates Degree in relative field preferred and minimum of two to three years of municipal office experience preferred; project and complex administrative experience or any equivalent combination of education and experience.

Special Requirements: As a condition of employment, must complete a CORI examination. Massachusetts Driver's license.

Knowledge, Abilities and Skill

Knowledge: Knowledge of CPC Act preferred, basic accounting skills and budgeting principles. Grant writing knowledge desirable. Proven experience with standard office technology, including computers, calculators, and copy machines. Proficiency with Microsoft Office Suite.

Abilities: Aptitude for working with numbers; Ability to manage multiple tasks in a detailed and organized manner; work independently; communicate clearly and concisely, both orally and in writing. Ability to establish good working relationships.

Skills: Excellent organizational and detail skills; excellent written, verbal, telephone, and inter-personal skills along with good typing skill (accuracy and speed). Strong data processing skills and proficient use of spreadsheets.

Work Environment: Work is typically performed at home with the use of a town laptop, phone, and email address. Other work as related to copying, meetings, etc. will be performed in various town buildings.

Physical and Mental 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 position's essential functions.

Physical Demands: Work effort principally involves sitting and walking to perform work tasks, with intermittent periods of stooping, and standing. The employee is occasionally required to lift objects such as books, office equipment, file boxes and computer paper.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding, word processing, filing, and sorting of papers.

Visual Demands: The employee is required to constantly read documents and reports for general understanding.

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.