

**TOWN OF HAMILTON
PLANNING AND CPA COORDINATOR**

Department:	Planning and Conservation
Reports to:	Director of Planning
Position Status:	Non-Exempt
Weekly Hours:	24 hours per week
Salary Classification:	Grade 8

Position Summary/Purpose:

The Planning and Community Preservation Administration (CPA) Coordinator will play a vital role in providing exceptional support to the Director of Planning. The Coordinator will work closely with the Director of Planning and the Conservation Agent. S/he relieves the Director of Planning of details relating to office operations and the administration of assigned areas of responsibility; coordinates matters requiring the attention of the office; ensures that matters are processed in a timely manner; maintains calendars, issues reminders of pending matters, schedules meetings; and prepares correspondence, agendas, and reports on key initiatives with strategic partners both within and outside the organization.

In this administrative role, the Coordinator will provide administrative and clerical services and related work in support of the Planning and Conservation departments and in support of several volunteer boards and committees; perform high-level professional work related to CPA management activities on a town-wide basis. The Coordinator works closely with and under the general direction of the Director of Planning.

Additionally, the Coordinator will support the Affordable Housing Trust, Community Preservation Committee, and Historic District Commission by providing professional, technical, and administrative support services. This multifaceted role involves working closely with the Director of Planning, managing budgets, and coordinating with various stakeholders to achieve the Town's objectives. The Coordinator will also handle CPA funding processes, evaluate CPA proposals, coordinate and process applications, and track approved and ongoing CPA projects.

Supervision:

The Coordinator works under the direction and supervision of the Director of Planning. The work is performed with a high level of professionalism, requiring independent decision-making that significantly impacts the Town's finances and goals. The Coordinator works closely with Departmental Leaders and other staff as necessary and provides no direct supervision.

Essential Job Functions:

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

General Duties for All Committees:

- Perform administrative duties assigned by the Planning Director.
- Familiarize with M.G.L. and Town By-Laws pertaining to these Committees.
- Provide administrative support for Committee meetings: schedule meetings, prepare agendas, set up Zoom if needed, submit to Town Clerk, prepare and distribute meeting packets, post them on the website, attend all meetings, track minutes, post them on the website, and file them with the Town Clerk.
- Update Committee pages on the website.
- Maintain files and records for all Committees.
- Assist in the preparation of the Annual Report for each Committee.
- Respond to questions and requests for information from the public and other town departments.
- Provide guidance and technical assistance as necessary.

Affordable Housing Trust:

- Schedule and attend meetings.
- Assist in the development, approval, and implementation of the Housing Production Plan.
- Provide direct staff support for housing activities, including the development of new community housing, monitoring existing units, and preserving existing housing.
- Monitor the Affordable Housing Trust fund account.

Historic District Commission:

- Attend meetings on the 4th Tuesday of the month at 6:30 pm, usually via Zoom.
- Familiarize with the Historic District Handbook.
- Support District residents filing Certificate of Appropriateness Applications.
- Communicate with the Building Department as needed.

Community Preservation Committee:

- Work closely with the CPC chair and complete tasks as assigned.
- Maintain consistent records in CPA filing system and CP-3 Online Project Database.
- Attend meetings on the 2nd Thursday of the month at 7:00 pm (currently at the COA).
- Communicate with Town staff, departments, committees, boards, and local non-profit organizations regarding CPC calendar, application deadlines, and updates on current projects.
- Assist applicants through the CPA process.
- Evaluate CPA proposals for CPA eligibility.
- Coordinate and process applications for CPA funding.
- Work with the Finance Director on the CPC budget.
- Coordinate the presentation of projects recommended by the CPC to Town Meetings.
- Attend Town Meetings.
- Send out letters when grants are approved.
- Track all approved and ongoing CPA projects.
- Complete Project Completion Form when projects are done, have contact person sign off on it.
- Update Hamilton Community Preservation Report each year before the Annual Meeting.

Qualifications:

- Minimum: Associate's Degree in Public or Business Administration or a related field. 3-5 years of experience in project management, grant administration, and grant writing.

- Preferred: Strong understanding of the grant life cycle, excellent communication and writing skills, leadership, sound judgment, and the ability to work with confidential information. Strong critical thinking, problem-solving, organizational, and time management skills. Ability to manage multiple projects and priorities effectively.

Job Environment:

Administrative work is performed in a moderately noisy office with constant interruptions from board/commission members, regulatory agencies, and professionals, the public, and Town employees to provide information and deal with related issues and problems.

Occasionally works in a non-office environment, cellular and other telephones, personal computers, copiers, facsimile machines, and other standard communication equipment.

Makes frequent contact with Town staff; state, federal, and regional agencies; board/commission members; attorneys, engineers, applicants, and the public. Communication is frequently by telephone, mail, and e-mail. Contacts require a high level of detail and timeliness.

Errors in judgment or omissions could result in delays or loss of service, monetary loss and/or rework, and resulting legal impact or liabilities.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting			X	
Talking & Hearing			X	
Using hands/fingers to handle/feel			X	
Climbing stairs		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Driving		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		

Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)