

Community Preservation Committee (CPC) Town of Pelham, Massachusetts Administrative Position-Job Description

Position Title: Administrative Assistant

Hours: 8-15 per week. Work to be performed in the applicant's home using a personal computer. Must be available for one evening meeting a month, either in a Pelham town building or on zoom.

Compensation: \$25.00/hour depending upon qualifications and experience.

Note: *Position is not benefits eligible and this job description does not constitute an employment agreement between the CPC and employee and is subject to change by the CPC as the needs of the CPC and requirements of the job change. A Criminal Offender Record Investigation (CORI) background check is mandatory for this town position.*

Minimum Qualifications

- At least two years of related work experience including bookkeeping skills.
- Essential computer skills: MS Office applications and Google Workspace applications.
- Strong written, organizational, and verbal communication skills.
- Candidate will be able to work independently, meet deadlines, be detail and process oriented, and maintain confidential information.

Administrative Tasks

As Assistant to the Chair or other members as assigned by the Chair, duties and responsibilities may include but are not limited to:

- Becoming familiar with the Massachusetts Community Preservation Act, MGL Chapter 44B
- Posting agenda, attending meetings and taking minutes.
- Coordinating meetings with other town boards, committees, and applicants.
- Maintaining and updating CPC information on the town website.
- Tracking all correspondence and maintaining records regarding CPC activities.
- Providing support in the research and writing of warrant articles for the May and October town meetings.
- Assisting in obtaining grants for Open Space and Recreation, Historic Preservation and Affordable Housing.
- Serving as liaison to the Massachusetts Community Preservation Coalition.
- Assisting with annual review of the Community Preservation Act (CPA) plan for Pelham.

Financial Tasks

- Becoming familiar with the Massachusetts Department of Revenue guidelines for the CPA .
- Assisting the Community Preservation Committee chair in setting up the spreadsheet with projections for each upcoming fiscal year prior to the Annual Town Meeting, and in closing out the spreadsheets for each fiscal year which has ended.
- Assisting the Committee in managing the spreadsheets, budget allocations, revenues and expenses with the Town Treasurer and Town Accountant.
- Assisting the Committee chair in setting up and closing out accounts on the CPC's spreadsheet for each project approved by Town Meeting.
- Tracking the progress and financial status for all project categories (Open Space Protection, Historic Preservation, Affordable Housing and Outdoor Recreation), and includes reporting of all revenues.
- Assist in the preparation of annual reports to the Massachusetts Department of Revenue and support any audits by the DOR of the activities and spending of the CPA funds.

**Interested candidates should submit resume to: Chair, Pelham CPC via email:
richtfanning@gmail.com**

The Town of Pelham is an Equal Opportunity Employer.