

**TOWN OF HAMILTON, MA**  
**ASSISTANT TO THE TOWN MANAGER/COMMUNITY PROJECTS**

Department	Town Manager/Planning
Reports to:	Town Manager/Director of Planning and Inspections
Position Status:	Non-Exempt
Weekly Hours:	37.5
Salary Classification:	Grade 10 \$31.23 – \$32.49/per hour

**Position Summary/Purpose:**

This position provides confidential administrative and related work in support of the Town Manager, Director of Planning and Inspections and the Board of Selectman. Provides administrative and technical support to the Community Preservation Committee (CPC), the Hamilton Affordable Housing Trust (HAHT) the Historic District Commission (HDC) and potentially other groups, ensuring compliance with established programs, plans and protocols and assisting those who wish to submit proposals or projects to the boards and committees listed above. The Assistant to the Town Manager/ Community Projects Coordinator will also oversee and coordinate the town's grants programs, and assist with communication of town projects to more effectively communicate the town's annual spending proposal to taxpayers and the community at-large. This position is required to exercise professional judgment in providing support services, and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control, by assuring that matters are processed in a timely manner; maintaining calendars; issuing reminders of pending matters; scheduling meetings; and preparing and producing correspondence, agendas and reports.

**Supervision:**

*Supervision Scope:* Performs a variety of support services requiring professional, technical and administrative responsibilities based on comprehensive knowledge of the functions of municipal government, affordable housing practices, local bylaws, and applicable rules and regulations. Serves as staff and performs a variety of administrative and confidential responsibilities requiring broad knowledge of municipal operating procedures and the exercise of judgment and initiative to accomplish competent service delivery; works independently and in combination with others.

*Supervision Received:* Works under the direction of the Town Manager, with assistance of the Director of Planning and Inspections, following professional standards, procedures and policies.

*Supervision Given:* None, but will provide general oversight and coordination with clerical staff on select matters related to the completion of assigned tasks involving multiple persons or groups.

## **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.)*

- Administer the daily operations of the Town Manager's office; provide assistance to the public, contractors, Town staff, boards and commissions. Explain standard procedures and refer more complex issues to the Town Manager. Answer office phone calls, emails and voicemails. Collaborates with the Town Manager in completion of administrative tasks.
- Develop and maintain a system for identifying, applying for and managing grants that support town departments and the municipal mission, by working across town government with department heads and staff in a collaborative manner.
- Maintain consistent records for the Community Preservation Act (CPA) filing system, and MA Executive Office of Energy and Environmental Affairs CPA CP-3 online project database.
- Assist the town with planning for and attracting commercial development.
- Responsible for the coordination of financial and purchasing activity related to the use of the Purchase card system. This will include reviewing requests for accuracy, obtaining the necessary approvals, executing the purchase, reconciling the monthly bill, and overseeing and controlling all related activity.
- Establishes, develops, maintains and updates confidential filing system for the Town Manager and the department. Retrieves information from files when needed.
- Refer requests for various services to appropriate department and follow up to ensure work was completed.
- Maintains Town Manager's meeting calendar and coordinates meetings as requested and handles reservations of various rooms in Town Hall and other Town Facilities as needed.
- Assists with agenda preparation for the Boards and committees within his/her area of responsibility and works with clerical staff to ensure that agendas, meeting minutes and associated materials are properly recorded and posted to the town website.
- Takes the lead in identifying grant opportunities to support the town's mission and coordinates with the subject area experts to ensure grant applications and grant management of grant awards.
- Coordinate and process applications for CPA funding; assist applicants through Hamilton's CPA process; Evaluate CPA proposals for CPA eligibility; track all on-going CPA projects.
- Coordinate the CPA budget and presentation of projects recommended by the CPC to Town Meetings. Maintain the CPA website.

- Assist in the development, approval and implementation of the Affordable Housing Production plan and Community Preservation plan and the Historic District Guidelines.
- Respond to questions and requests for information from the public and other Town departments. Provide guidance and technical assistance, as required.
- Assist with developing multi-pronged communication strategy to assist with explaining town programs and initiatives to the public at-large through a network of communication methods
- Maintain productive relationships and collaborate with all Town departments for the purpose of enhancing efficiency and productivity.

**Other Functions:**

- Perform similar or related work as required, directed or as situation dictates.
- Continue training; keep current with trends.
- Assist other department staff as needed to promote a team effort to serve the public.
- Occasional to frequent evening and weekend work may be required as job duties demand.

**Minimum Required Qualifications:**

Must have a Bachelor's degree in government, municipal planning, business or other related field, and at least 3 years of experience in municipal management, housing, government law, planning, procurement or related field; or any equivalent combination of education, training and work experience. Master's degree preferred.

**Special Requirements:**

Must have and maintain: Valid Driver's License.

**Knowledge, Ability and Skill:**

- Knowledge of municipal operations
- Knowledge of standard office practices, procedures and equipment, as they relate to municipal operations.
- Knowledge of records management and office organization
- Knowledge of what is confidential and what is public information as defined by State and Federal laws
- Ability to use a variety of software systems such as Word, Excel, Databases, Munis, and PowerPoint; and Town-specific programs and websites.
- Strong verbal and written communication skills; strong organizational and record-keeping abilities.
- Ability to prioritize, multitask, and adapt to changes in schedule and meeting deadlines; flexibility is key as is the requirement of communicating unexpected changes to the Town Manager and/or Director of Planning and Inspections.

- Ability to focus on tasks for lengthy periods of time while preparing and/or editing numerous documents
- Aptitude for working with and explaining policies and procedures to people, including programs about all town operations, etc.
- Strong customer service and interpersonal skills to engender trust with the public.

**Job Environment:**

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

Occasionally works in a non-office environment, requiring travel by private car, involving hot, cold and inclement weather exposure. Requires the operation of a motor vehicle, 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				X
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Driving		X		
Other- setting up rooms for meetings		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.)*