

**TOWN OF HAMILTON  
COMMUNITY PROJECTS MANAGER**

Department	Planning
Reports to:	Director of Planning and Inspections
Position Status:	Non-Exempt
Weekly Hours:	37.5
Salary Classification:	Grade 10

**Position Summary/Purpose:**

The purposes of this position are to provide 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 committees listed above. The Community Projects Manager will also oversee and coordinate the town’s grants programs, assist with communication of town projects and development of a budget document to more effectively communicate the town’s annual spending proposal to taxpayers and the community at-large. The Community Projects Manager 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.

**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. Serve as staff to commission and make recommendations and provide general directions.

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

*Supervision Given:* None.

**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.)*

- Provide administrative and technical support, including project work and the preparation of meeting agendas and minutes, for all three entities; perform similar duties, as assigned by the Director of Planning & Inspections. Attend CPC, HAHT, HDC and Town meetings and provide needed support materials.

- 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.
- Under the direction of the Town's Finance Director and the supervision of the Director of Planning and Inspections and the Town Manager, will assist in the development of a budget document that effectively communicates the town's annual budget proposal.
- 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.
- 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 and assist other committees as directed.
- Assist the town with planning for and attracting commercial development.
- Provide direct staff support for housing activities, including the development and creation of new community housing, preservation of existing housing, and monitoring existing units.
- Assist in the development and execution of housing-related, CPA and historic district public educational program and events.
- Respond to questions and requests for information from the public and other Town departments. Provide guidance and technical assistance, as required.
- Maintain productive relationships and collaborate with all Town departments for the purpose of enhancing efficiency and productivity.
- Ensures that all work is conducted in a safe manner and all work safety practices are followed
- Monitor federal, state and local regulations that are applicable to housing issues and services.
- Maintain the web pages for various boards and committees.

**Other Functions:**

- Perform similar or related work as required, directed or as situation dictates.
- Continue training and professional development; keep current within housing field, general planning, historic preservation and Community Preservation Act .
- Assist other department staff as needed to promote a team effort to serve the public.

## **Minimum Required Qualifications:**

### **Education, Training and Experience:**

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:**

- Comprehensive knowledge of the functions of municipal government, affordable housing practices, historic preservation practices, local bylaws, and applicable rules and regulations.
- General understanding of the interaction between local, state and federal government.
- General understanding or experience with commercial development.
- General knowledge of MA general laws, especially as they apply to housing and zoning, CPA and historic districts.
- Ability to independently perform analysis, prepare reports and formulate recommendations. Aptitude for an attention to details and accuracy.
- Ability to maintain detailed and accurate records and data bases; skilled in the use of relevant software, such as Microsoft Office, as well as any software specific to reporting requirements.
- Ability to coordinate and monitor budgets.
- Ability to establish and maintain effective working relationships with Town staff, officials, the CPC, HAHT, HDC, and State agencies.
- Ability to recognize project priorities and to successfully convey procedures and regulations to a variety of constituencies.
- Strong verbal and written skills; strong multi-tasking, problem solving, and planning skills. Ability to work under time constraints and meet deadlines.
- Strong customer service skills, to convey a sense of courtesy and objectivity.

### **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 topics.

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				
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.)*