



TOWN OF SUNDERLAND MASSACHUSETTS
JOB DESCRIPTION FORM
POSITION TITLE: ADMINISTRATIVE ASSISTANT
DEPARTMENT: Community Preservation Committee (CPC)

STATUS: ☐ Regular ☐ Full-time ☒ **Part-time** ☒ **Non-Benefited** ☐ Temporary

DATE PREPARED: 02.10.15

HRS WORKED PER WK: 15 hours per month

APPOINTED BY: Board of Selectmen

SCHEDULED WORK HOURS: Flexible, as established by CPC Chair

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES

Performs administrative support duties directly related to the charge, direction and objectives of the Sunderland Community Preservation Committee.

SUPERVISION RECEIVED

- Works under the appointing authority of the Board of Selectmen.
- Works under the direct supervision of the Community Preservation Committee Chair or CPC-authorized delegate on behalf of the CPC.

DIRECT REPORTING STAFF

None

DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES: Specify Key Elements/Tasks and Specialized Tasks to be accomplished.

- Financial Support:
 - Track all ongoing revenues and expenditures using Community Preservation Fund reports provided by the Town Accountant.
 - Prepare additional finance reports as needed by the CPC.
- Research and Information Seeking:
 - Address topics and find answers to questions as requested by the CPC.
 - Work with the Community Preservation Coalition, Mass DOE and other state agencies in finding information.
- Communications:
 - Maintain CPC information on the Town of Sunderland website, create announcements, presentations and publications as needed.
 - Create and maintain distribution list for regular email, correspondence, newspaper announcements and reporting.
- Project Support:
 - Attend all meetings of the CPC.
 - Assist CPC as needed to assure performance and completion of CPA funded projects.
- Provide courteous and expeditious customer service to the general public and Town department staff.

QUALIFICATIONS REQUIRED AT HIRE (List knowledge, skills, abilities and physical requirements)

- High School Diploma or GED equivalent.
- Familiarity with modern office practices, procedures, and equipment including the use of computers for data entry, word processing and data management.
- Ability to communicate effectively and tactfully both verbally and in writing, and to make timely decisions requiring interpersonal skills and good judgment.
- Ability to conduct research and work independently, to maintain confidentiality of sensitive information, and to perform multiple tasks and detailed work with accuracy.
- Ability to understand, interpret and explain laws, regulations, policies, procedures and processes pertaining to municipalities, particularly with respect to the Community Preservation Act.
- Ability to stand and sit for extended periods of time; to walk, reach, bend, speak, hear; to use hands, fingers and arms; to push, lift, move and carry books, records and boxes weighing up to 30 pounds. Vision requirements include depth perception, the ability to use a computer monitor, read routine and complex documents and adjust focus.

LICENSE AND/OR CERTIFICATION REQUIREMENTS

REMARKS

- This is a non-benefited part-time position subject to the provisions of the Sunderland Personnel Bylaws.
- This position is appointed in accordance with the Board of Selectmen's annual appointment process.
- This position is funded from Community Preservation Committee Administrative Expenses, subject to town meeting appropriation.
- This position will work a schedule of approximately 15 hours per month, with emphasis on the months of February through April as the busiest period.
- Work schedule flexibility may be approved in writing by the Community Preservation Committee Chair.

SIGNATURE OF SUPERVISOR

PRINTED NAME AND TITLE --- DATE

SIGNATURE OF INCUMBENT

PRINTED NAME AND TITLE --- DATE

RECOMMENDED BY: _____
Signature of Town Administrator

PRINTED NAME & DATE

APPROVED BY: _____
Chair, Community Preservation Committee

PRINTED NAME & DATE

Copies to: ☐ Personnel Committee

DATE ADOPTED: _____

DATE LAST REVIEWED: _____

DATE LAST AMENDED: _____

CPA Administrative Assistant