



# CITY OF MALDEN

## Human Resources Department

215 Pleasant Street  
Malden, MA 02148  
781-397-7000 ext. 2187 (P)  
781-873-0238 (F)

Anthony Chiccuarelli, Director

### City of Malden Job Opportunity

The City of Malden is driven by the value of excellence and believe that everyone deserves the best service and access to resources, regardless of their race, gender identity, religion, ethnicity, age, physical abilities, sexual orientation, veteran status, or personal experience. We embrace diverse perspectives and welcome candidates from these underrepresented groups to help make our vision a reality.

- Position:** Coordinator – Part Time
- Department:** Community Preservation Committee (CPC)
- Starting Salary:** \$35.00 per hour
- Work Hours:** Varied, as needed, not to exceed 19 hours per week
- Responsibilities:** The Community Preservation Coordinator manages the Community Preservation Act (CPA) Program for the City of Malden, including assisting the Community Preservation Committee, coordinating the application process for granting CPA funds, managing the CPA budget and CPA grants, ensuring compliance with applicable legal requirements, and managing projects related to the CPA. The Coordinator will work directly with the Chairperson, as well as staff from other City departments and members of the community, to determine needs and ensure transparency in the application and funding awards processes, and is responsible for completing and filing annual reports on CPA projects and expenditures. Duties include:
- Schedule, prepare content for, and participate in meetings of the CPC, adhering to Open Meeting Law requirements regarding meeting notices and minutes.
  - Manage the CPA budget and all CPA-related financial matters.
  - Manage communication with applicants, grantees, City staff, and elected officials; prepare correspondence, budget submittals, newsletters and press releases, and maintain content for the CPC home page of the City website and social media. Provide information and assistance to the public; respond to inquiries, requests, and complaints; explain department programs and policies; refer individuals to other resources as deemed appropriate.
  - Support CPC through research, maintaining and retrieving information, and tracking and coordinating with other City Boards, Commissions, or departments around activities that pertain to CPA. Remain current on CPA developments and legislation, rules and practices, and inform the CPC of any changes and developments. Contact DOR and CPA Coalition as needed for guidance and updates.

- Process and evaluate funding applications as to eligibility, completeness, and compliance with CPA/CPC provisions, rules, and policies; maintain records of all applications and current project status reports.
- Ensure grant agreements, deed restrictions, or other requirements for CPA compliance are executed and/or filed appropriately per CPA legislation. Review projects in the field for compliance with approved scope.
- Manage and track all CPA grants/projects, including drafting grant agreements, processing invoices, verifying progress reporting and appropriate completion of work.
- Monitor compliance of historic resources projects with the Secretary of Interior's Standards.
- Assist CPC in preparation of Annual Community Preservation Plan updates. Facilitate the solicitation and evaluation of public and stakeholder input to identify needs, possibilities and priorities regarding community preservation to determine priorities for funding. Update application materials and other CPC procedural documents as needed.
- Prepare and submit annual reports of CPA accounting, projects, and funding recommendations to appropriate parties. Develop clear and effective reports, charts, and information for presentation to elected and appointed officials and the general public.
- Perform other tasks and other related work as required or as assigned.

**Qualifications:**

Bachelor's degree and a minimum of five (5) years of experience or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Master's degree in Public Policy/Administration, Urban Planning, Historic Preservation, or related field preferred.

Knowledge and experience with the following concept, programs, and work is highly preferred: Community Preservation Act, urban planning policy and socioeconomic impacts, accounting, affordable housing, open space and natural resource management, park and recreational facilities planning, and historic preservation.

Ability to establish and maintain effective and harmonious working relationships with diverse stakeholders. Ability to engage and productively interact with members of the public. Ability to work independently and establish and adhere to own strategic and efficient work plan. Ability to manage multiple tasks efficiently, prioritize, and balance short-term and long-term responsibilities. Ability to learn new concepts quickly. Able to apply strategic, analytical, and creative thinking. Ability to effectively and efficiently problem solve. Self-motivated and organized.

Accounting and budgetary skills necessary. Proficient in operating personal computers and applicable word processing and spreadsheet applications. Must have excellent record keeping skills. Excellent written and oral communication, facilitation, and public speaking skills. Experience formatting slideshows and graphic presentations helpful.

The CPC Coordinator will work at the assigned onsite space and provide a weekly status report to the Chairperson and/or Vice Chairperson. Some local travel required plus attendance at regular, typically monthly, evening meetings.

**To Apply:**

Interested candidates may submit a cover letter and a resume to the Human Resources Director, City of Malden at [maldenhr@cityofmalden.org](mailto:maldenhr@cityofmalden.org) no later than 5:00 PM on Friday, September 10, 2021.

The selected candidate will need to submit to a Criminal Offenders Records Information report (CORI) background check and pre-employment drug screening.