

TOWN OF MAYNARD
Job Description

Clerk, Community Preservation Committee
Part-time, Non Union position

Summary of Duties

Under the general supervision of the chairperson of the Community Preservation Committee (CPC) and the Assistant Town Administrator, performs a variety of clerical, administrative and customer service work to support the overall functioning of the CPC.

Essential Functions

- ◆ Provides information in writing, in person and by phone related to the use of Community Preservation funds. This includes application requirements, materials, and technical assistance to citizens and Town employees planning and submitting applications for funding. Coordinates correspondence via email, US mail, and telephone.
- ◆ Attends meetings of the CPC which generally occur bi-weekly, on weeknights.
- ◆ Assists with preparing and posting agendas, legal advertisements, and notices.
- ◆ Records and creates accurate minutes of the proceedings of the CPC meetings.
- ◆ Coordinates intake of permit applications including fee collection and reviews for completeness. Coordinates an applicant's process with necessary staff for comment, tracks application progress, and informs client when permit is available. May draft and issue minor permits.
- ◆ May prepare or assist in organizing and initial reviews of applications received.
- ◆ Maintains a variety of print and electronic files and records. May oversee records management and assist in developing protocols.
- ◆ May perform special projects and other related duties as as directed by the chairperson of the CPC or designee. Assignments may be altered or changed within the parameters of this description.

Qualifications

Applicant must be a high school graduate with post-secondary training preferred. Two (2) years of experience in clerical, secretarial, record keeping or related field; experience in a municipal setting and in dealing with the public strongly preferred. Knowledge of computers and office equipment is essential. Must have excellent customer service skills and be capable of working in a multi-divisional environment. Person must be able to use discretion and abide by rules of confidentiality.

Working Conditions & Physical Demands

Work is performed in a normal office environment subject to frequent interruptions, not subject to extreme variations of temperature, noise, odors, etc. Employee may operate a computer, printer, photocopier, telephone, and other basic office equipment. Work requires extended periods of sitting, reaching, typing, and computer file management, which requires eye-hand coordination and finger dexterity. May occasionally require lifting and/or moving objects up to 25 pounds. Work may also be performed from the employee's home, on occasion.

Schedule

Work is performed during a variety of hours to average about five (5) hours per week. The CPC usually meets every two weeks on a weeknight, for one – two hours. Attendance at these meetings is expected. Additional hours may be worked during Town Hall business hours, other evenings, or from home at the employee's discretion. At certain times of the year, more hours may be required. During other times, there may be several weeks without a meeting.

Wages & Benefits

The position pays \$18.00 per hour and is anticipated to work up to 250 hours per year. The employee will not be scheduled to work on Town recognized holidays. The position is not eligible for health insurance or other town benefits.

Interested applicants should send a resume and letter of interest to HR@townofmaynard.net

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.