

TOWN OF TOPSFIELD
PURCHASING AND COMMUNITY DEVELOPMENT COORDINATOR
JOB DESCRIPTION

Position Purpose:

Performs high level professional work related to the enforcement of federal, state, and local procurement laws; provides administrative assistance to town officials, committees and commissions involved in planning and land use; supports the Town Administrator with budgets, building maintenance, information technology (IT), Public Hall Rentals, and special projects; researches and assists Town Departments in identifying and preparing grant applications or Community Development related activities. Performs all other related work as required. FLSA Non-exempt.

Supervision:

Supervision Scope: Performs varied responsible duties requiring initiative and independent judgment in the planning, administration and execution of the department's services; incumbent is required to work independently in decision-making regarding department policies, procedures, operations and plans.

Supervision Received: Works under the general direction of the Town Administrator, chairmen of the Planning Board, Zoning Board of Appeals and Town Hall Building Committee with some latitude for independent judgment and action.

Supervision Given: Oversees coordination of Town Hall's Information Technology and Facility work.

Job Environment:

Work is performed in a typical office environment. Is required to attend evening meetings for Planning Board, Zoning Board of Appeals and Town Hall Building Committee.

Operates automobile; operates standard office equipment including computers, peripherals, and telephones and systems.

Makes frequent contact with vendors, contractors, and other county department employees and state officials; communicates in person, by telephone and via standard reports.

Makes frequent contact with individuals (residents or professionals) that request land use permits/variances/findings; schedule Public Hearings, schedule monthly meetings and prepare minutes.

Has access to department-related confidential information relating to legal documents and bid documents.

Errors with procurement can lead to both financial and legal ramifications for the Town as well as delay in contracted services and purchases; errors concerning statutory deadlines for the

special permitting process may also have legal and financial ramifications in terms of the legal appeals process.

Essential 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.)

Oversees the procurement process for the Town Departments to ensure cost effective purchasing that is in compliance with Massachusetts General Laws. This includes the drafting of invitation for bids and requests for proposals, legal notices and all contracts. Advises departments relative to the proper bid procedures and makes recommendations to bid awards to Town Administrator and Board of Selectmen.

Reviews bid documents provided by department heads or consultants for completeness, bid compliance and forwards when required to Town Counsel for comments and reviews. Acts as liaison/coordinator between engineering and architectural or other consultants and departments for the bidding process.

Serves as Public Hall Coordinator, for scheduling events in the Public Hall. Reviews application, collects fees, coordinates set-up and posts event on town website.

Oversees Community Development as the Administrator for the Planning Board, Zoning Board of Appeals and Town Hall Building Committee. Coordinates large scale projects and individual lot projects with other land use departments, Boards, and Committees including: Planning, Zoning, Inspectional Services, Conservation, Board of Health, Open Space, and Historical Commission.

Deals directly with all applicants, their representatives including processing all applications for permits under the Planning Board and Zoning Boards with coordination as stated above and maintains tracking system for each application and multi-board projects and maintains and integrates review process needed.

Answers general land use queries by the public and specific queries on individual properties.

Drafts legal notices for public hearings, schedules meetings, drafts agendas, keeps track of all statutory deadlines, researches history of uses of parcels under review, drafts all certificates of decisions and special conditions for both Boards for all permits acted upon and files decisions within the statutory deadlines and acts as liaison for Boards with Town Counsel.

Attends all meetings of Planning, Zoning Boards and Town Hall Building Committee and takes minutes and maintains all records. Drafts all correspondence.

Coordinates the Peer Review process for all land use boards for multi-board projects and specific board requirements which includes drafting the RFP, the consultant-owner agreement and consultants' contract with the Town.

Works closely with the Planning Board coordinating zoning review process for amendments to both the Town's local zoning bylaws and the subdivision rules and regulations; provides research, and acts as liaison with Town Counsel.

Handles organization of all files and plans for the Planning Board and Zoning Board. Develops, maintains, and updates permit forms, rules and regulations and local bylaws.

Serves as Grants Coordinator for the Town Departments; determines feasibility of applications; discusses program requirements and grant sources available with the appropriate department heads and makes recommendations to the Town Administrator. Drafts proposals and applications as required for submission; works with consultants as needed.

Monitors paperwork associated with grant funded programs; oversees the bidding process; drafts contracts and tracks grant funds.

Serves as ombudsman in investigating complaints and coordinates with other departments the resolutions relative to no-compliance of conditions of permits.

Oversees the computer systems with assistance from various resident volunteers; coordinates with vendors to maintain, handle licenses, software updates, hardware updates, etc. In charge of all purchases of hardware and equipment and coordinates the daily managed services.

Oversees the building maintenance of Town Hall with assistance from a part time facility maintenance personnel; coordinates with vendors to ensure heating/cooling, electric, cleaning contract, security, etc. are in acceptable working condition for employees.

Assists Town Administrator with budgets; specifically tracking health insurance and liability insurance budgets. Manages liability insurances. Participates as a member of the financial team; reviews sources of funds such as capital, bonding, and debt funding as part of the annual fiscal process.

Develops capital budget for the Town Hall.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in business administration or related field; five years of public sector purchasing experience including some in a supervisory capacity; some experience with land use and community development and related laws; or any equivalent combination of education, training, and experience.

Special Requirements:

Courses towards and ability to be certified as a Massachusetts Certified Public Purchasing Official.

MA Driver's License.

Knowledge, Ability and Skill:

Knowledge: Specialized knowledge of land use laws, rules and regulations. Strong knowledge of contemporary and effective purchasing practices, applicable purchasing regulations. Knowledge of invoicing and vendor sourcing. Familiarity with contracts and pricing options. Knowledge of Chapter 30 B, Procurement Law, and 40A; State Zoning; Subdivision Control and Site Plan Review; Scenic Road bylaw; Storm Water and Erosion Control Bylaw.

Ability: Able to communicate effectively and efficiently orally and in writing and to work effectively under time constraints to meet deadlines. Ability to coordinate and to establish and maintain effective working relationships with vendors, contractors, bidders, other County employees, officials and the general public. Ability to work with people of diverse personalities. Ability to solve problems and work independently.

Skill: Skill in all of the above listed tools and equipment including moderate to strong proficiency in the use of office automation applications such as word processing, spreadsheet, email and internet. Strong writing and communication skills. High attention to detail. Organizational skills. Excellent negotiation skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, and other common office objects. Lifts/moves objects weighing up to 30 pounds. Communicates orally and in writing. Vision and hearing at or correctable to normal ranges. Ability to operate a keyboard at an efficient speed. Ability to operate automobile to attend meetings.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved August 29, 2019

Town Administrator