

PROGRAM ADMINISTRATOR I / COMMUNITY PRESERVATION COMMITTEE

Town of Stoughton

The Town of Stoughton is seeking applicants for the position of part-time (19.5 hours per month) Program Administrator/Community Preservation Committee. This position is an administrative and technical position working directly for the Town's Community Preservation Committee (CPC). Duties include: administering Stoughton's Community Preservation Fund with over \$600,000 in annual revenues; and monitoring of projects that have been funded with Community Preservation funds; attending meetings and taking certified minutes for submission to bond counsel; overseeing compliance with short term and long range program goals; tracking legislation and local initiatives; and analyzing costs, project reviews, and funding priorities. **Minimum Qualification:** Associate Degree in accounting or business administration; two years of progressively responsible experience in planning, community development or business administration. **Preferred Qualifications:** Bachelor's Degree in planning, accounting, business administration or related field. Experience in researching and writing grants as well as planning or business administration preferred. Relevant work experience or combination of equivalent education and experience will be considered. All applicants must pass a criminal background/CORI check and a pre-employment physical including drug testing. **Starting Salary:** \$27.66/hr. Resumes will be accepted until position filled: **Director of Human Resources, Town of Stoughton, 10 Pearl Street, Stoughton, MA 02072 AA/EOE**