

BERKSHIRE REGIONAL PLANNING COMMISSION - POSITION DESCRIPTION

PART I: ORGANIZATIONAL INFORMATION

Position Title Program Associate	Effective Date of Position Description: November 02, 2016
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PART II: POSITION SUMMARY

This section contains a summary of the main responsibilities and requirements for all Program Associate positions within BRPC. Specific responsibilities and requirement for individual staff persons are described in PART III.

The main responsibilities of this position are:

The position of Program Associate is entry-level paraprofessional work. The Program Associate devotes a significant amount of time on routine administrative tasks. The Program Associate often works closely with the public on a regular basis to provide customer service on program activities.

1. Program / Project Responsibilities:

The Program Associate may serve as support for multiple planning and implementation projects. Responsibilities include:

- Under the supervision of senior staff, performs routine office tasks in designated program areas, including data entry, file management, copying and answering telephone; assists in tracking budgets and progress materials;
- Performs a variety of support functions, including research, data collection. Performs limited assessment and evaluation; occasional work performed in the field collecting data; occasionally meets with local officials and members of the public;
- Performs routine contract administration tasks, such as creating contract templates and invoices, and tracking payments;
- Assists and supports public participation in programs and implementation; supports senior staff in facilitating public meetings, assists other program staff as appropriate. Maintains contact information and list serves. Posts meeting and agendas as required by law. Takes and prepares meeting minutes. Collates and assembles reports and material to be used at meetings;
- Prepares narrative reports and recommendations of limited complexity;
- Completes assigned tasks according to schedule and hour / budget allocations;

2. Overall Agency Responsibilities:

- Maintains automated tracking systems, hard copy files and records
- Provides technical assistance to Berkshire region municipalities related to the designated program area;
- Provides occasional technical assistance and support to other agency initiatives and projects;
- Supports the development of grant applications and provides support material for grant development and project management;

The minimum qualifications for this position are:

1. Education and Training:

- The Program Associate requires, at a minimum, an Associate Degree in secretarial, paralegal, business administration, or related field. Two years of responsible experience in clerical support, office administration, or record keeping, or any other equivalent combination of education and experience is required. Special licenses, registration or certification:
- Driver's license valid for use in the United States

2. Knowledge, skills, and abilities of this position:

The Program Associate should possess the following knowledge, skills and abilities:

- Working knowledge of office practices and procedures
- Ability to work with and maintain a high level of confidentiality
- Must be highly organized, skilled with numbers and able to work high degree of accuracy and attention to detail
- Knowledge of principles and practices of research, data collection and analysis
- Ability to complete multiple tasks on time and within budget
- Excellent communication skills, especially the ability to work with the public
- Ability to work on several projects or issues simultaneously
- Ability to work independently or in a team environment as needed
- Must have working proficiency in Microsoft Office programs, including Excel.

PART III. DETAILED POSITION DESCRIPTION:

Name (Last, first, middle)	Start Date:
Position Title Community Development Program Associate	Title of Supervisor Community Development Program Manager

This section contains a description of the main responsibilities and requirements for this specific Program Associate position that are in addition to those described in PART II.

1. Program / Project Responsibilities:

Under the direct supervision of the Community Development Program Manager, the Program Associate

- Responds to and tracks inquiries from the public related to the Community Development Program, typically the Community Development Block Grant (CDBG) Program;
- Updates, maintains and disseminates all CDBG Housing Rehabilitation Program guides, applications, and advertising;
- Maintains a high level of confidentiality while performing intake and determining eligibility of CDBG Housing Rehabilitation Program applicants, consistent with Program requirements;
- Meets with municipal officials and members of the public on a routine basis;
- Prepares general correspondence, agreements and contracts from CDBG Housing Rehabilitation Program templates;
- Files property liens and other legal documents related to the CDBG Housing Rehabilitation Program with appropriate public entities;
- Performs Davis Bacon wage monitoring related to CDBG construction projects,
- Maintains CDBG Program files and budgetary tracking in both hard copy and electronic copy formats
- Posts agendas and attends public meetings; compiles meeting minutes;
- Assists in preparing Community Development Block Grant and other grant applications, reports, forms and computerized tracking related to implementation of Program;
- May be required to attend evening or weekend meetings
- Other Program administrative tasks as required

2. Overall Agency Responsibilities:

- Serves as the initial point of contact for municipal officials and members of the public with general inquiries regarding the BRPC community development program
- Provides Program data and non-confidential information to other BRPC staff as needed

- Maintains automated tracking systems, hard copy files and records
- Provides occasional technical assistance and support to other agency initiatives and projects;
- Supports the development of grant applications and provides support material for grant development and project management;

The minimum qualifications for this specific position are:

1. Education or training:

Associate Degree in Paralegal, Office Administration, or related field from an accredited college or university and two years of relevant experience is required, or any other equivalent combination of experience and training

2. Special licenses, registration or certification:

Driver's license valid for use in the United States; will be required to use personal vehicle to travel within Berkshire County on a regular basis, and outside Berkshire County on an occasional basis

3. Knowledge, skills, and abilities of this position:

- Working knowledge of office practices and procedures
- Attention to detail and accuracy are essential components of the position
- Previous experience working with state or federal grant funded programs highly preferred
- Ability to work with and maintain a high level of confidentiality required
- Ability to complete multiple tasks on time and within budget
- Excellent communication skills, especially the ability to work with the public
- Ability to work on several projects or issues simultaneously
- Ability to work independently or in a team environment as needed
- May be required to work nights and weekends
- Must have working proficiency in Microsoft Office programs, including Excel
- Must be willing and able to travel within Berkshire County on a routine basis, in order to attend meetings, conduct site visits with CDBG Housing Rehabilitation Program applicants, and to conduct Davis Bacon wage monitoring on active construction sites. Maybe required to attend meetings outside Berkshire County on an occasional basis

(Additional Comments by Employee)

PART IV: SIGNATURE LINES

15. We understand the above statements, and they are complete to the best of our knowledge.

Employee's signature _____ Date _____

Supervisor's signature _____ Date _____

Executive Director's signature _____ Date _____