

Town of Brewster

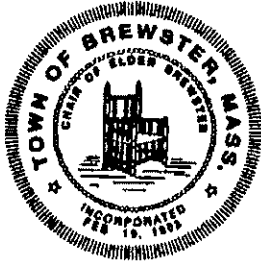
2198 Main Street
Brewster, MA 02631-1898
Phone: (508) 896-3701
Fax: (508) 896-8089

Office of:
Board of Selectmen
Town Administrator

In accordance with the Personnel Bylaw Chapter 36 of the code of the Town of Brewster, The Board of Selectmen, acting as the Personnel Board, will hold a public hearing to review the following actions:

1. Review Memorandum of Agreement between the Town and the Police Personnel Bylaw Group
2. Review Memorandum of Agreement between the Town and the Personnel Bylaw Group
3. Review amendments to Town Personnel Bylaw Policies & Procedures
4. Review Grade Level for Deputy Fire Chief position.
5. Review proposed job description for Housing Coordinator.

Copies of the materials are available in the Town Clerk's office and the Selectmen's office and on the Town's website (<http://www.brewster-ma.gov>). Said hearing will be held on Monday, April 24, 2017 at 8:30pm in Room A of Brewster Town Offices, 2198 Main Street, Brewster, MA.



Town of Brewster

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Office of:
Board of Selectmen
Town Administrator

April 12, 2017

To: Board of Selectmen

From: Michael Embury *MEB*
Town Administrator

Re: Amendment to Personnel Bylaws
Approval of Agreement – Town Bylaw Employees
Approval of Agreement – Police Department Bylaw Employees
Amendment to Classification and Compensation Plan

The purpose of this memorandum is to request that the Board of Selectmen, sitting and acting as the Personnel Board, amend the Personnel Bylaw under the provisions of Chapter 36, Section 5 of the Brewster Town Code:

PART I ADMINISTRATIVE LEGISLATION/ Chapter 36, PERSONNEL/ § 36-5. Personnel Policies.

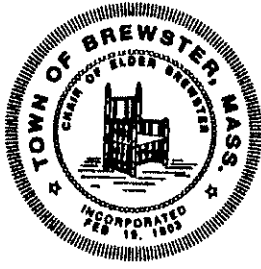
The Board of Selectmen/Personnel Board shall promulgate personnel policies defining the rights, benefits and obligations of employees subject to this chapter. Policies shall be adopted or amended as follows:

- A. Preparation of Policies: The Board of Selectmen/Personnel Board shall prepare policies or amendments to policies. Any member of the Board of Selectmen, Personnel Board, the Executive Secretary or any three employees may suggest policies for consideration by the Board of Selectmen/Personnel Board. The Board of Selectmen/Personnel Board need not consider any proposal already considered in the previous twelve (12) months. Any person proposing a new or amended policy shall provide the substance and the reason for the proposed policy to the Board of Selectmen/Personnel Board in writing. The Board of Selectmen/Personnel Board shall hold a public hearing on any proposed policies or amendments. Any proposed policy or amendment shall be posted at least five days prior to the public hearing in prominent work locations and a copy of all proposals shall be provided to the Town Clerk.
- B. Public Hearing: The Board of Selectmen/Personnel Board shall present the proposed policy(s) or amendment(s), the purpose of the proposal and the implication of any proposed change at the public hearing. Any person may attend the hearing, speak and present

information. Within 20 days after such public hearing, the Personnel Board/Board of Selectmen shall consider the proposed policies and may vote to adopt the policies (with or without modifications), reject the policies or indicate that further study is necessary. Policies shall become effective upon approval of the Personnel Board/Board of Selectmen, unless some other date is specified.

I would like to request that on Monday April 24, 2017, the Personnel Board consider the following actions:

- Vote on the proposed settlement with the Police Department Bylaw employees.
- Vote on the proposed settlement with the Town Bylaw employees.
- Amend the Personnel Rules & Regulations to reflect language changes relating to health care offerings, clothing allowance and proposed pay increases, per the MOA.
- Review Grade Level for Deputy Fire Chief; at the June 6, 2016 Selectmen's meeting, the Board approved the job description for the Deputy Fire Chief. Due to an oversight at that time, the job description did not include the Grade Level. Due to the job duties and pay scale, this job should be classified as Personnel Bylaw Grade VI.
- Housing Coordinator Job Description: In the Special & Annual Town Meeting CPC articles there is proposed funding to hire a part-time Housing Coordinator. The proposed job description has been reviewed by CPC, Town Administration and the Town Planner. The position would report to the Town Planner and is classified as Personnel Bylaw Grade III.



Town of Brewster

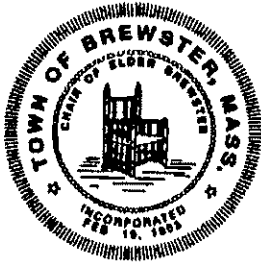
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Town Administrator

In accordance with the Personnel Bylaw Chapter 36 of the code of the Town of Brewster, The Board of Selectmen, acting as the Personnel Board, will hold a public hearing to review the following actions:

1. Review & Vote Memorandum of Agreement between the Town and the Police Personnel Bylaw Group
2. Review & Vote Memorandum of Agreement between the Town and the Personnel Bylaw Group
3. Review amendments to Town Personnel Bylaw Policies & Procedures
4. Review Grade Level for Deputy Fire Chief position.
5. Review proposed job description for Housing Coordinator.

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Office of:
Board of Selectmen
Town Administrator

Town of Brewster **Memorandum of Agreement**

Between **Town & Police Personnel Bylaw**

The Town of Brewster and the employees of the Police Personnel Bylaws, agree to amend the current Personnel bylaw agreement, as follows:

On Call – Emergency Call in Compensation

Emergency Operations – When an exempt employee or Department Head is called to work under emergency operation conditions outside his/her normal hours, he/she shall receive, in addition to their regular compensation, a stipend equal to the average hourly rate for exempt employees.

Non-exempt Staff Overtime

Overtime.

A. All work performed by hourly employees that extends beyond thirty-five (35) hours in a work week, but less than forty (40) hours, shall be compensated at straight time rates. Work performed in excess of forty (40) hours in a workweek shall be compensated at time and one half (1½). For those employees who are required to attend meetings by their department head, those employees shall receive compensation at a rate of time and one-half (1½) their normal rate of pay. However, this provision will only apply for meetings held after 6:00 p.m. where an employee leaves work and must return for duty on that same day.

B. All time for which an employee is on a full pay status shall be considered time worked for the purpose of calculating overtime compensation, if the employee is entitled to overtime.

Group Insurance

Effective July 1, 2017, the Town will add Health Savings Account (HSA) High Deductible Plans to the FY 2018 roster of health plan offerings. The Town shall contribute Fifty Percent (50%) of the plan deductible to the employee's HSA. Health Savings Accounts (HSA) are tax-advantaged accounts for the purpose of paying for eligible medical expenses. They are owned by the employee and funds may be

invested to grow and may also be used to pay for health care in retirement as well as for current eligible medical expenses.

Longevity

Longevity payments do not apply to all employees hired after July 1, 2015.

Duration

This memorandum of Agreement shall be effective on July 1, 2017 and shall continue in full force and effect until June 30, 2020.

Police Dispatchers Pay Scale

Establish a separate pay scale for Police Dispatchers with a pay range of \$43,050 to \$52,275. Current employees above this range will continue to receive a cost of living adjustment, but will not be eligible for a merit adjustment.

Compensation

Employees will receive the following wage adjustments for each year of the Agreement, as follows:

	<u>COLA ADJUSTMENT</u>
FY2017	2.50% on 7/1/17
FY2018	2.75% on 7/1/18
FY2019	2.75% on 1/1/19

The terms of this Memorandum of Agreement are subject to ratification by the Board of Selectmen. The cost items in the Agreement are subject to appropriation by Town Meeting.

Town of Brewster

Board of Selectmen

/s/ _____

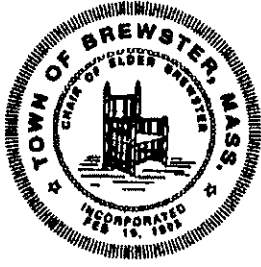
/s/ _____

/s/ _____

/s/ _____

/s/ _____

Dated: _____



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Town of Brewster Memorandum of Agreement

between Town & Personnel Bylaw

The Town of Brewster and the employees of the Town Personnel Bylaws agree to amend the current Personnel Bylaw agreement, as follows:

Group Insurance

Effective July 1, 2017, the Town will add Health Savings Account (HSA) High Deductible Plans to the FY 2018 roster of health plan offerings. The Town shall contribute Fifty Percent (50%) of the plan deductible to the employee's HSA. Health Savings Accounts (HSA) are tax-advantaged accounts for the purpose of paying for eligible medical expenses. They are owned by the employee and funds may be invested to grow and may also be used to pay for health care in retirement as well as for current eligible medical expenses.

Uniforms & Foul Weather Gear

The Town will provide a clothing allowance of \$500 per year for FY2018; FY 2019; FY 2020 and a safety shoe allowance of \$300 per year for FY 2018; FY 2019; FY 2020 per full-time equivalent employee per year.

Employees eligible for the clothing and safety shoe allowance are as follows:

Building Maintenance Supervisor, Building Commissioner, Local Inspector, DPW Superintendent, Water Superintendent, Health Director, Natural Resources Director, Natural Resources Assistant, Conservation Administrator and Golf Superintendent.

Duration

The term of the Agreement is July 1, 2017 through June 30, 2020.

Compensation

Employees will receive the following wage adjustments for each year of the Agreement as follows:

	<u>COLA</u>	
	<u>ADJUSTMENT</u>	
FY2018	2.00%	on 7/1/17
FY2019	2.00%	on 7/1/18
FY2020	2.50%	on 1/1/19

The terms of this Memorandum of Agreement are subject to ratification by the Town and Police Personnel Bylaw employees and approved by the Board of Selectmen. The cost items in the Agreement are subject to appropriation by Town Meeting.

Town of Brewster
Board of Selectmen

/s/ _____

/s/ _____

/s/ _____

/s/ _____

/s/ _____

Dated: _____

Amendments to Personnel Bylaw Polices & Procedures

6.8-4 Uniform, Safety and Foul Weather Gear

When employees are required to wear uniforms in the performance of their duties, the Town will provide the uniform as required. There shall be a clothing allowance of \$_____ in FY201_____ and \$_____ in FY2017 per full-time equivalent employee per year. The decision to use a uniform/cleaning service versus a clothing allowance remains with the Town. The Town will work with each departmental unit to determine a consensus approach. In addition, each department will have one unified solution, i.e., a cleaning service or the clothing allowance option. The Town will provide safety shoes for employees at the cost of _____ per year.

Employees eligible for the clothing and boot allowance, are as follows:

Building Maintenance Supervisor, Building Commissioner, Local Inspector, DPW Superintendent, Water Superintendent, Health Director, Natural Resources Director, Natural Resources Assistant, Conservation Administrator and Golf Superintendent.

6.11 Group Insurance

(a) The Town of Brewster offers health insurance coverage to its eligible employees through the Cape Cod Municipal Health Group, a member-directed, joint procurement entity. The Town's current contribution towards health insurance coverage is seventy-five percent (75%) of the premium cost for the Preferred Physician Organization (PPO) and Health Maintenance Organization (HMO) plans. Twenty-five percent (25%) of the premium cost shall be paid by the employee. The Town allows for pre-tax, direct-debit from employees' earnings to cover premium payments. There is an administrative fee charged to the employee for this service.

Effective July 1, 2017, the Town will add Health Savings Account (HSA) High Deductible Plans to the FY 2018 roster of health plan offerings. The Town shall contribute Fifty Percent (50%) of the plan deductible to the employee's HSA. Health Savings accounts (HSA) are tax advantaged accounts for the purpose of paying for eligible medical expenses. They are owned by the employee and funds may be invested to grow and may also be used to pay for health care in retirement as well as for current eligible medical expenses.

(b) The Town offers active employees a group dental and a group optometry insurance plan. Employees opting to participate in these insurance plans shall pay one hundred percent (100%) of the premiums. The Town does not contribute towards these premiums.

(c) The Town offers active employees a life insurance policy with a \$10,000 benefit, and a \$10,000 accidental death & dismemberment benefit. The benefit under this policy drops to \$1,000 once an employee retires. The Town contributes seventy-five percent (75%) towards the cost of premiums for this coverage

(d) When an employee retires from the Town pursuant to the Barnstable County Retirement Association the Town will continue to contribute towards health insurance premiums at a rate of fifty percent (50%). The retired employee must continue to pay fifty percent (50%) of the premiums in order to maintain coverage.

(e) An employee eligible to participate in the Town's group insurance program should expect to allow up to thirty (30) days following submission of his/her application for processing and commencement of membership.

(f) To be eligible to participate in the Town's group insurance program, employees must be employed in a position designated twenty (20) hours per week or more.

(g) Insurance claims under the health and life insurance coverage provided by the Town are not subject to the grievance procedure.

**Town of Brewster, Massachusetts
Job Description**

Position Title:	Deputy Fire Chief	Grade Level:	VI
Department	Fire Department	Date:	April 2017
Reports to:	Fire Chief	FLSA Status	Exempt

Statement of Duties: The Deputy Fire Chief is responsible for the performance of technical, administrative and supervisory work in assisting the Fire Chief to plan, organize, direct, and implement fire suppression and emergency medical services to minimize the loss of life and property in the Town of Brewster. He/she supervises the daily operations of the department ensuring proper maintenance of equipment, allocation of staff and other resources, including responding to emergency incidents as necessary. Employee assists the Chief of Department with budget development, implementation, and management and is required to perform all similar or related duties.

Supervision Required: Under the general direction of the Fire Chief, the employee is required to plan, prioritize, and carry out regular work assignments in accordance with standard department operating practices, guidelines, policies, and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy, or other requirements.

Supervisory Responsibility: Employee is responsible for the general supervision of sixteen (16) full-time and approximately (25) part-time employees, including the service delivery, training, evaluation and disciplining of subordinates, budget development and control. In the absence of the Fire Chief assumes control and management of the administrative and operational components of the department. Work operations are subject to frequent, abrupt, and unexpected changes in deadlines, and/or volume of work due to uncontrollable or unpredictable circumstances, e.g., police or fire emergencies and litigation that may have long-term, adverse impacts on the operation.

Confidentiality: In accordance with the State Public Records law and HIPPA, the employee has regular access on a department-wide basis to confidential personnel files, collective bargaining negotiations, criminal investigations, lawsuits, client records, and information of the department.

Judgment: Work assignments requires the employee to examine, analyze and evaluate facts and circumstances surrounding individual problems, situations or transactions, and determine actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of department and Town policies, standard operating guidelines, rule & regulations, practices, regional protocols and precedents which may be complex or conflicting, at times. Independent judgment is required to analyze or evaluate specific situations to determine appropriate course of action often under life threatening circumstances.

Complexity: The work consists of employing many different concepts, theories, principles, techniques and standard operating practices of the department. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and

Fire Department
Deputy Fire Chief

Town of Brewster, Massachusetts
Job Description

recommending improvements; planning short, medium, and long range goals and projects; devising new techniques for application to the work, recommending and writing policies, SOG's, standards, or criteria.

Accountability: Consequences of errors or poor judgment may include missed deadlines, delay or loss of service or payment, monetary loss, legal repercussions, personal injury, danger to public health/safety, and/or adverse public relations.

Work Environment: Work requires a high degree of individual tolerance to combinations of extremely unpleasant elements, such as those listed above or constant conflicting urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the employee's personal well-being and/or safety may be compromised such as Fire and Police personnel. The employee is required to respond to work beyond normal business hours in accordance with the department's work schedule or in response to natural or man-made emergencies on a 365 day, 24/7 basis to emergency situations

Nature and Purpose of Public Contacts: The employee is required to interact with co-workers, town employees, public and external contacts such as vendors, representatives from other agencies or departments in order to explain or interpret procedures or guidelines, plan or coordinate work, or resolve problems. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile or uncooperative persons. The employee may be required to furnish news media with routine information such as meeting agendas, department information, and emergency scene details.

Occupational Risk: Most of the work time is spent in an office environment. Frequently accompanies fire crews on field inspections, emergency calls and precautionary efforts and occasionally participates in firefighting and emergency medical service activities. Examples of injury may include burns from chemicals, steam or fire, severe muscular strains from working with extremely heavy material, falls from heights in excess of three (3) feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats or boots is required in accordance with department policies. The employee rides in and/or drives emergency vehicles in accordance with all department policies and State motor vehicle laws as required at any time of the day or night at times under adverse weather conditions.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

Operates at fire, EMS, technical rescue, motor vehicle extrications, and hazardous material incidents completing tasks including the laying of hose, use of power and hand tools, use of self-contained breathing apparatus, operating fire apparatus and ambulances, raising ladders, fire fighting, salvage, overhaul, administering first aid and rescuing persons at a fire or other emergency scenes.

Town of Brewster, Massachusetts
Job Description

Required to attend seminars and training courses including fire service, personnel management, fire instructor, EMS service, fire officer, technical rescue, and incident management in order to stay abreast of fire and EMS service techniques, practices and to maintain required certifications.

Required to assume responsibility for the management of the department during periods of temporary absence of the Fire Chief in conformance with department regulations, applicable provisions of the Massachusetts General Laws, applicable federal laws, local Bylaws and professional service standards.

Assists the Fire Chief in maintain successful relationships with mutual aid partners and works to ensure effective communication and operational efficiency within this response group is maintained.

As required in the absence of the Fire Chief represents the department at local, regional, state, and national meetings.

Assists the Fire Chief in the administration, direction and coordination of all aspects of department activities, training, operations and command of firefighting and/or emergency medical operations.

Responsible for the supervision and implementation of the departments Training Committee, career daily training program, outside training programs and requests, and monthly fire suppression training.

Oversees the EMS officer to ensure the effective implementation of all EMS based training and certification programs.

Responsible for scheduling, supervising, and implementing the department's apparatus and equipment maintenance and testing programs.

Assists the Fire Chief in the development of department policies, procedures, and standard operating guidelines.

Assists the fire Chief in the development and enforcement of department rules and regulations; receives and investigates charges against department personnel; advises Chief on disciplinary actions; participates in the recruitment and hiring of new department personnel.

Serves as key member of the Incident Command Staff often in the role of Operations Chief or other assignment. May serve as the Incident Commander in the absence of the Chief of Department.

Protects the privacy of all patient information in accordance with department policies, procedures and practices, as required by federal [and state] law, in accordance with the general principles of professionalism as a health care provider.

Focuses and develops departmental-training needs with lessons learned on the fire ground

Fire Department
Deputy Fire Chief

Town of Brewster, Massachusetts
Job Description

adapting and revising all applicable Standard Operating Guidelines and policies. Conducts after action reports (AAR) for fire and EMS incidents and makes recommendations designed to improve department operations, personnel safety, and efficiency.

Reviews, evaluates and monitors new apparatus, tools, personal protective gear used to promote firefighter safety and productivity applicable to National Fire Protection Association Guidelines (NFPA).

Maintains confidentiality of department, employee, and Town communications and information. Retains ability to access confidential employee records as required to conduct investigations, evaluate personnel, determine disciplinary actions, and support employee commendation programs.

Assists the Fire Chief in the preparation and administration of the department's operating budget assist in the development of specifications of new department equipment, apparatus and other capital and operational expenditures.

Prepares and submits reports and completes special projects as assigned or required by the Fire Chief.

Minimum Qualifications

Education and Experience: High School Diploma or GED and Associates Degree in Fire Science, Fire Administration, Public Administration, or related field required. Bachelors Degree in Fire Science, Fire Administration, Public Administration or a related field preferred. At least ten (10) years of firefighting experience with a minimum of three (3) years experience at the level of Captain or above in a fire department that offers a full range of fire and emergency medical services.

Special Requirements: A candidate for this position is required to have a valid Massachusetts Driver's License, Massachusetts or National EMT certification (Paramedic preferred), Massachusetts Firefighter I/II or equivalency and IMS 100, 200, 300, 400, 700. Massachusetts Fire Instructor I, Fire Officer I or equivalent. Massachusetts Chief Fire Officer (CFO) and Massachusetts Fire Prevention Inspector certification required within one (1) year of appointment. Candidate outside the department will be required to successfully complete the Massachusetts Physical Abilities Test (PAT), CORI background check, psychological and medical exams including drug screening prior to appointment.

Knowledge, Abilities and Skill

Knowledge: Must have extensive knowledge of fire ground tactics, theory, principles and strategy; building construction principles, fire behavior, emergency incident management including disaster preparedness, response and recovery, specifically the Incident Command System (ICS), principles of incident safety management, automatic and mutual aid agreements,

Fire Department
Deputy Fire Chief

Town of Brewster, Massachusetts Job Description

Barnstable County Incident Management System, confined space and technical rescue techniques, hazardous materials incident management. Thorough knowledge of fire department operations and local, state and federal regulations and protocols that apply to the fire department operations including emergency medical, technical rescue and Massachusetts Fire Code for residential and commercial occupancies, Town of Brewster ordinances, Bylaws and regulations; Civil and Criminal Codes as they relate to the functions of the Fire Department . Knowledge of the Town's water infrastructure system, response districts and roadways; principles and practices of personnel supervision, training, performance evaluation, program development and budget administration, National Fire Protection Association (NFPA) Standards, OSHA regulations, State laws, and other codes, Bylaws or standards pertinent to fire department and emergency medical operations. Knowledge of the provisions of the State Procurement Law and the organizational structure of Town government and the various services provided.

Abilities: Must be able to assist in the overall management of the fire department and to respond appropriately to emergency incidents during on duty or off duty hours including weekends and holidays, analyze information and programs and make adjustments as necessary, prepare reports, develop and manage budgets and personnel. Ability to conduct smoke detector compliance and residential and commercial occupancy inspections in an impartial and thorough manner. Ability to effectively use computer programs, and access the internet to obtain information in support of department operations. Ability to manage multiple tasks and to plan, organize, direct, delegate and coordinate the work of subordinate staff often under emergency, stressful situations on a 24/7 basis. Ability to operate modern office equipment, software and to access the Internet in support of department operations. Ability to interpret and apply applicable federal, state and local policies, laws and/or regulations in an impartial and through manner and assist the Chief of Department in the evaluation, selection, and training of current and potential staff.

Skills: Skill in planning, organizing and implementing department and regional based shared service programs, supervising and training staff, strong leadership skills; proficient written and verbal communication skills. Competent customer service and personnel management skills.

Physical and Mental 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 position's essential functions.

Physical Skills: Minimal physical effort is generally required when performing work in an office setting. Moderate to strenuous physical effort is occasionally required in the performance of work at the scenes of fires or emergencies which require long periods of standing and walking. During emergencies may be required to stoop, kneel, crouch, crawl, to reach with hands and arms and to climb and balance on ladders at the scene of a fire or emergency situations. Travel, particularly during adverse weather conditions and troublesome road conditions and at times during the evening, is required.

Motor Skills: Essential functions involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions which may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed to operate

Fire Department
Deputy Fire Chief

Town of Brewster, Massachusetts
Job Description

safety vehicles or department equipment often under adverse weather and/or road conditions on a 24/7 basis.

Visual Skills: Position requires the employee to routinely read and interpret written documents, computer screens, and reports for understanding and analytical purposes. The employee is routinely required to determine color differences.

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.

Brewster, Massachusetts

Position Title:	Housing Coordinator	Grade Level:	Bylaw Grade III
Department	Planning	Date:	April 2017
Reports to:	Town Planner	FLSA	Non-Exempt

Statement of Duties: Employee is to perform responsible professional, technical, and administrative work in providing support services for housing-related programs, projects and activities; all other related work as required. The Housing Coordinator is responsible for housing related services assigned through the Town Planner for the Town of Brewster Housing Partnership, the Community Preservation Committee and other boards and committees that have affordable housing initiatives.

Supervision Required: Under general supervision of the Town Planner, and in accordance with state and local laws and regulations. In coordination with the Town Planner the employee will develop an annual work plan and complete the work in accordance with established departmental policies and standards. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction, as needed. The employee may supervise the work of various technical contractors.

Confidentiality: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Employee may have access to some confidential information that is obtained during performance of essential functions. Discretion regarding sensitive information is critical.

Judgment: State and Regional housing guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying State and local regulations to ensure that department operations are in compliance.

Work Environment: Employee performs work in a typical office setting with frequent interruptions and no occupational risk to the employee.

Nature and Purpose of Relationships: Contacts are primarily with co-workers, the public, and State and Regional agencies involving frequent explanation, discussion or interpretation of affordable housing practices, procedures, regulations and guidelines. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints. Employee will coordinate with Town Planner before furnishing news media with information such as meeting agendas, project details or departmental procedures.

Accountability: Consequences of errors, missed deadlines or poor judgment could result in excessive cost, delay of service delivery or legal repercussions to the Town.

Brewster, Massachusetts

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

1. Provides housing related support services for the Town, Housing Partnership, Community Preservation Committee (CPC), and the Planning Board, as appropriate.
2. Coordinates and assists in setting annual priorities for the implementation of the Affordable Housing Production plan.
3. Administers housing assistance programs such as the CPC Homeowner Buy-Down Program and other town supported housing assistance projects.
4. Maintains an inventory of the Town's Subsidized Housing Inventory and monitors compliance with affordability requirements.
5. Identifies affordable housing opportunities such as maintaining a list of town owned vacant parcels; identifying possible public private partnerships for housing; and seeking available housing grant opportunities.
6. With respect to any Town-initiated affordable housing projects, assists Planning Department, CPC, and Housing Partnership in developing scope, schedule and terms of requests for proposals (RFPs) and other project documents, coordinates review by other town boards and departments, and public comment. Coordinates plan review with technical experts and consulting engineers, as needed.
7. Attends regular meetings of the Housing Partnership. Attend other Boards or Committee meetings as needed. Prepares support materials as needed.
8. Assists the Town Planner in preparing and/or reviewing proposed zoning bylaw amendments and amendments to specific Board's rules and regulations.
9. Assists in development and execution of housing-related public educational programs/events.
10. Responds to questions and requests for information from the public and other town departments. Provides guidance and technical assistance as necessary.
11. Keeps current with state and federal housing policy issues.
12. Attends regional and professional development meetings as necessary.
13. Performs similar or related work as required, directed or as situation dictates.

Brewster, Massachusetts

Recommended Minimum Qualifications:

Education and Experience: Position requires an Associate's degree in government, municipal planning, business or related field, 1 - 3 years' experience municipal management, housing, planning, procurement or related field; 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.

Knowledge, Abilities and Skill

Knowledge: Comprehensive knowledge of the functions of municipal government, local bylaws, rules and regulations. Good understanding of affordable housing issues. General understanding of the interaction between local, state and federal government. General knowledge of Massachusetts General Laws, especially as they apply to housing and zoning. Good working knowledge of office practices and procedures, forms and equipment.

Ability: Ability to interact effectively and appropriately with the public and other town personnel; ability to complete multiple tasks in a timely, detailed and accurate manner. Has the ability to work independently and to maintain sensitive, confidential information.

Skill: Proficient computer skills including word processing and spread sheet applications, organizational skills, recordkeeping and clerical skills, oral and written communication and presentation skills.

Physical and Mental 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 position's essential functions.

Physical Skills: Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy and computer paper. Position requires basic motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects or sorting of papers. Employee is required to routinely read documents and reports for understanding and analytical purposes.

This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the position change.