

Medford

Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155
Office of Diversity and Human Resources, Room 204
HR: 781-393-2408 - Fax: 781-391-3546

POSITION:

Head Clerk

DEPARTMENT:

Planning, Development, and Sustainability

HOURS OF WORK:

Full-time (35 hours/weekly) Monday, Tuesday, Thursday 8:30 AM – 4:30 PM; Wednesday 8:30 AM – 7:30 PM; Friday 8:30 AM – 12:30 PM.

SALARY:

CAF-5 - \$987.29 - \$1,081.37 FLSA Non-Exempt (Union)

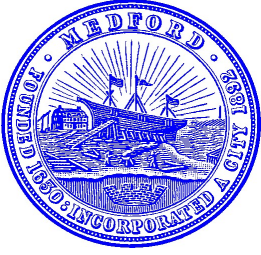
BASIC FUNCTION:

Administrative/clerical position responsible for managing the overall administrative requirements and complex clerical and financial duties for the Department of Planning, Development & Sustainability. Position provides administrative & financial support to professional staff. Fields resident inquiries and responds as appropriate. Requires the ability to plan and perform operations to complete assigned tasks according to prescribed time schedules.

SUPERVISION: Works under the direction of the Director of Planning, Development, & Sustainability.

RESPONSIBILITIES:

- Maintains all office accounting records and reporting; prepares financial statements; purchasing, budgeting and general administrative services.
- Responds to public requests in person, via email and on the phone; uses professional judgement and office guides to appropriately make referrals to staff contacts, municipal programs, or social services.
- Maintains budget records for general fund and multiple funding sources, monitors expenses against budgets, prepares reports on expenditures; including multiple grants, board and commissions, revolving funds.
- Manages billing of staff time to appropriate funding source.
- Receives fees and income from multiple sources and deposits and tracks appropriately; produces quarterly internal reports on income received.
- Prepares the weekly payroll, maintains vacation, sick and personal time records, etc.
- Works closely with the Finance and Purchasing Departments to ensure accurate record of office expenditures.
- Responsible for all purchasing; prepares purchase orders, secures price quotations as necessary, processes invoices and returns.
- Orders supplies; maintains inventory of office supplies.



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- Updates office guides, webpages, and social media accounts with new programs, contact information; keeps guides accurate over time.
- Follows up on referrals to outside social service agencies to assure referral was correct and connection was made.
- Drafts monthly office e-newsletter with office project updates, coordinating with office/city staff on appropriate and accurate public information.
- Prepares routine contracts, generally for Community Development Block Grant (CDBG) awards.
- Supports the Community Development Block Grant (CDBG) administrator with financial reporting, fields inquiries from CDBG subrecipients.
- Manages staff schedule and desk assignments as necessary for temporary staff.
- Assists the Director in coordinating interdepartmental communications and requests, as needed.
- Maintains and updates office files and records for multiple boards and commissions.
- Participates in staff meetings to discuss and resolve problems, discuss ideas for improvement, and keep updated on city plans and activities.
- Serves as a resource to interns and temporary staff.
- Schedules meetings, sets up online meetings or secures rooms; prepares meeting notices for posting and advertisement.
- Supports Boards and Commissions as requested.
- Monitors Medford's Affordable Housing Inventory for compliance with income eligibility annually.
- Assists the Housing Planner in vetting and reviewing financial records of Down Payment Assistance applications through the North Suburban Consortium.
- Performs other related duties as required.

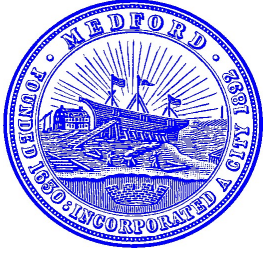
EDUCATION & EXPERIENCE:

Associate degree or equivalent in accounting, business, or closely related preferred. Prior experience in local government finance a plus.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge: Knowledge of office management and record-keeping. Knowledge of financial administration including budgeting and reporting. Accounting procedures and practices, and account maintenance in support of the department with an ability to prepare reports and correspondence.

Skills: Familiarity with Microsoft Office Software applications such as Word, Excel, OneDrive, SharePoint, and Outlook. Excellent organizational and time management skills.



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Abilities: Good communication skills both written and oral. Analyzes and solve problems exercising high level of judgment in response to inquiries, particularly in situations not clearly defined by precedent or established procedures. Work independently. Multi-lingual ability to speak either Haitian-Creole, Portuguese, Arabic, or Spanish a plus.

WORK ENVIRONMENT:

The work environment in a standard indoor office environment. The noise level in the work environment is usually low to moderate.

ADDRESS ALL COVER LETTERS AND RESUMES TO

**Human Resources Department
City of Medford – Room 204
85 George P. Hassett Drive
Medford, MA 02155**

**Or send cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov**

For the posting, please visit the City of Medford's website – www.medfordma.org

The City of Medford is an Equal Opportunity Employer. All applications will receive equal consideration regardless of disability, race, color, religion, creed, gender, sexual orientation, veteran status, and any other protected class status, in accordance with applicable. Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.