

# 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

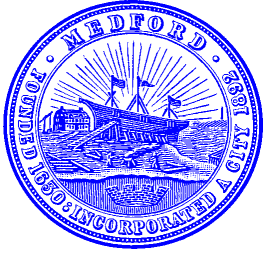
- Updates office guides, webpages, and social media accounts with new programs, contact information; keeps guides accurate over time.
- Follows up on referrals to outside social service agencies to assure referral was correct and connection was made.
- Drafts monthly office e-newsletter with office project updates, coordinating with office/city staff on appropriate and accurate public information.
- 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.
- Translates documents and resources as able
- Performs other related duties as required.

## **EDUCATION & EXPERIENCE:**

HSD or equivalent required. Must possess at least 3 years' experience in related fields such as planning, finance, accounting, purchasing, business or similar including related college credits. Associate and/or Bachelor's degree in accounting, planning, business, or the like 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.



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

**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, or Spanish a plus.

## **PHYSICAL REQUIREMENT:**

While performing the duties of this job, the employee is frequently required to sit, stand, see, talk, and hear. The employee is required to walk; use hands to operate; finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to lift light to medium weight boxes, containers, or books.

## **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](mailto:jobs@medford-ma.gov)**

**For the posting, please visit the City of Medford's website – [www.medfordma.org](http://www.medfordma.org)**

**The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.**