



PHE GRANT ADMINISTRATOR

Position Purpose:

The purpose of this position is to provide skilled accounting, clerical, and administrative work in assisting the Health Director in the administration of the Essex Tri-town Public Health Excellence (PHE) Grant; perform all other related work as required

Supervision:

Supervision Scope: Performs a variety of responsible duties of an administrative and clerical nature requiring the exercise of judgment to interpret guidelines and carry out assignments independently; work at this level requires a working knowledge of departmental operations and local and state laws.

Supervision Received: Works under the general direction of the Health Director and in accordance with applicable Massachusetts General Laws, town policies, town bylaws, and relevant state, federal, and local regulations and standards. The employee generally establishes their work plan and completes work following established departmental policies and standards; only unusual cases are referred to the supervisor.

Supervision Given: Assumes the role of the Supervisor in the absence of the Health Director.

Job Environment:

Work is performed under typical office conditions; the work environment is moderately noisy.

Operates computer and general office equipment, such as calculator, copier, facsimile machine, mailing system, and telephone.

Makes frequent contacts with other town departments, the general public, vendors, and members of the legal community; communication is in person, by telephone, and via the mail. Most contacts require an information exchange dialogue.

Has access to department-related confidential information which requires the application of appropriate judgment, discretion, and professional protocols.

Errors could result in adverse legal repercussions, confusion, and delay in receiving municipal funds and in meeting municipal liabilities and require considerable time and effort to identify and correct.



Essential Functions:

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

- Maintain all files related to the PHE Grant to ensure that all documents are readily available for review in the office.
- Coordinate with Tri-Town Public Health Nurse and Tri-Town Health Inspector for Grant deliverables.
- Manage and track payments to Tri-Town Public Health Nurse and Tri-Town Health Inspector.
- Manage and track purchases from the PHE Grant.
- Produce and manage bill lists for all purchases through PHE Grant.
- Manage, track and coordinate payment for outside consultants.
- Attend PHE grant-related meetings and webinars.

Recommended Minimum Qualifications:

Education and Experience:

Associate's degree in business, finance, or related field with accounting coursework; and three (3) to five (5) years of related experience; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Thorough working knowledge of office procedures and machines. Working knowledge of state regulations and laws pertaining to the Essex County Tri-town PHE Grant. General knowledge of the laws and methods pertaining to municipal finance and municipal accounting. Working knowledge of computer applications for accounting and financial management.

Ability: Ability to meet and deal with the public, town employees, and town officials effectively and appropriately. Ability to communicate clearly, both orally and in writing. Ability to operate a computer. Ability to maintain confidential information and to maintain, manage and organize records.

Skill: Skill in all of the above referenced methodologies, equipment and systems. Aptitude for numbers and details. Excellent organizational skills, word processing, spreadsheet, database applications and internet. Excellent customer service and communication skills.



Physical 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 essential functions.

Lifts/moves objects weighing up to 30 pounds, files, and types on a keyboard at a moderate speed. Ability to view computer screens and work with details for extended periods of time. .Requires the ability to operate, maneuver and/or control the actions of equipment, and/or materials used in performing essential functions.

(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.)