

Town of Topsfield



JOB POSTING

PHE Grant Administrator

Title: PHE Grant Administrator - Temporary
Posting: March 14, 2024
Wage Range: \$29.63/Per Hour DOQ
Benefits: Not eligible for health insurance or pro-rated employee benefits.
Schedule/Hours: Temporary Part-time: Up to 4 Hours/week; Position expires on June 30, 2024

Summary: The Town of Topsfield (Pop. 6,500) seeks qualified candidates for the temporary part-time (Up to 4 hours/week) position of PHE Grant Administrator. The PHE Grant Administrator is responsible for grant management of the Excellence in Public Health Grant for the Essex County Tri-town shared services arrangement between Topsfield, Middleton, and Boxford. Tasks include, but are not limited to:

- 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.
- Facilitate the transition of lead to the Town of Middleton in FY25.

Education: Associate's degree.

Knowledge/Skills: Knowledge of grant administration. Working knowledge of the application of technology in support of grant administration functions. Working knowledge of State procurement laws.

Ability to manage multiple tasks in a detailed and accurate manner. Ability to deal with disgruntled members of the public tactfully. Ability to establish effective working relationships with contractors doing business with the Town.

Good written and oral communication skills.

Supervision: Under the general direction of the Topsfield Health Director. Prioritizes the majority of work independently, following standard practices and previous training. The Grant Administrator is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Technical and policy problems or changes in procedures are discussed with the supervisor.

Key Duties: See detailed job description: www.topsfield-ma.gov

Deadline: Applications will be reviewed starting **Monday, March 28, 2024**. (*The position remains open until a qualified candidate is hired.*)

To Apply: Please submit a letter of interest and resume to dmorong@topsfield-ma.gov or addressed to Topsfield Town Hall c/o Debi Morong 8 W. Common St., Topsfield, MA 01983. (Topsfield is an AA/EEO employer)

More Info: Call 978-887-1504 or email dmorong@topsfield-ma.gov