



CITY OF TAUNTON

MASSACHUSETTS

DEPARTMENT OF HUMAN RESOURCES

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POSTING
FISCAL AGENT/ADMINISTRATIVE ASSISTANT
OFFICE OF ECONOMIC & COMMUNITY DEVELOPMENT

This key administrative support position is located in the Office of Economic and Community Development (OECD), a department with 6 + staff and \$2-3+ million operating budget. The Fiscal Agent/Administrative Assistant is responsible for providing broad and diverse administrative assistance and fiscal management to the Executive Director and its divisions, which include Community Development, Economic Development, Grants, Affordable Housing Trust and the Taunton Redevelopment Authority. In addition the Fiscal Agent/Administrative Assistant is responsible for coordination and management of contract operations and payroll. This position is included under the City of Taunton Management Association (COTMA).

Essential Functions:

The primary and essential duties and responsibilities listed below are intended only as illustrative of the various types of work that may be performed, and are representative of those that must be met by the incumbent in order to perform the essential functions of this position. The omission of specific statements of duties and responsibilities does not exclude them from those of this position if the work is similar, related or a logical assignment to this position.

- Manage administrative and fiscal affairs of OECD including: Community Development, Economic Development, Affordable Housing Trust, Grants and Taunton Redevelopment Authority.
- Good working knowledge of municipal government budget preparation and management as it applies to both City budgets and Special Revenue budgets.
- Good working knowledge of federal, state and local procurement regulations, procedures and policies as applicable to HUD, DEP, CDBG and HOME programs.
- Represents OECD at certain City/Public functions as required.
- Prepares annual city and special revenue budgets including research, data and information gathering, analysis and coordination with other City departments and agencies, contractors and/or consultants.
- Manages and coordinates general procurement activities for OECD grants from all State and Federal sources, such as: DEP, MHFA and State Grants, ensuring all state, federal regulations, policies and procedures are followed; develops and implements associated internal policy/procedure guidance for staff.
- Assists Executive Director in preparing, scheduling and submitting agenda items for Municipal Council Meetings.
- Develops and prepares written correspondence, memorandums, reports, contracts, and related documents as directed.
- Develops, recommends and implements miscellaneous policies and procedures as necessary and directed.
- Manage/Maintain HUD's - Integrated Disbursement Information System (IDIS) as to Draw Downs and Receipts, including the reconciliation of all fiscal transactions with City Treasurer and Auditor
- Assists in development of contracts for various CDBG, HOME, related activities and programs; monitors periodic required actions by both contractors and City.
- Oversees preparation and maintenance of OECD employee rosters/schedules.
- Oversees the preparation and maintenance of OECD department and divisions tables of organization.
- Assembles agenda items for staff meetings, attends meetings as required and coordinates follow up actions.
- Prepares special reports as necessary and as directed for ongoing OECD activities.
- Ensures that all inquiries and concerns are handled in a timely and appropriate manner.
- Works cooperatively, courteously and effectively with public, elected officials, supervisors, peers, subordinates, customers, contractors, consultants and others.

- Oversees payroll and maintains a current sick/vacation and personal day report for reconciliation with Human Resources and Treasurer.
- Ability to work independently, making sound judgments and decisions within delegated authority.
- Working knowledge of City labor and management collective bargaining agreements.
- Serves as point of public contact for OECD.
- Performs any and all duties as assigned relative to administration and management of OECD.

Minimum Qualifications:

Education and Experience

High School diploma. Include a combination of continuing education in related fields and minimum of five years' experience in discipline applicable to the position and responsibilities within a Municipal environment, preferably Community, Economic Development and Accounting, or an equivalent combination of education and experience.

Skills, Knowledge and Abilities

- Must have advanced skills, abilities and knowledge of generally accepted accounting principles in the municipal setting, and be familiar with procurement procedures;
- Good working knowledge of federal, state and local procurement regulations, procedures and policies as applicable to HUD, DEP, CDBG and HOME programs;
- Ability to determine staff training needs and research associated training opportunities
- Ability to perform complex clerical work and to organize, manage and maintain complex records.
- Excellent computer skills; proficiency with Microsoft Word, Excel, Access database software, knowledge of PowerPoint a plus, and a capacity and willingness to learn other software applications.
- Comprehensive knowledge of municipal financial software such as: Softright, Munis or other financial tracking software, and the willingness and ability to learn additional software applications.
- Experience is preferred with HUD's Integrated Disbursement and Information System (IDIS), the LOCCS's, and the Office of Management and Budget (OMB). NCDA certification is preferred.

Job Description available in Human Resources.

Salary: Step 1 \$1,120.59 weekly, 32.5 hour work week with benefits.

Submit cover letter, resume and application, in confidence, by December 20, 2021 to:

hrjobs@taunton-ma.gov

or

**Human Resources Department
City of Taunton
15 Summer Street
Taunton, MA 02780**

The City of Taunton is an EEO Employer

Posted: _____