



Job Title	Administrative Specialist
Department	Health and Human Services
Employment Status	Full Time
FLSA Status	Non-Exempt
Classification	I-05

Scope of Work

This position provides administrative, financial, and grant management services to Needham's Director of Health and Human Services in support of the Regional Field Training Hub and Public Health Excellence/Shared Services grants.

Supervision

Received	Director of Health and Human Services
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

General Tasks:

- Aids the Director of Health and Human Services in grant writing, communications, budget management, and coordination needs
- Coordinates with the Lead Trainer/Shared Services Manager to make sure all needed equipment, spacing, and training capacity needs are met
- Coordinates with Town of Needham's Accounting Department about all grant requirements
- Liaison between Needham Public Health and MDPH to secure approvals for funding and expenses within grant guidelines and requirements
- Prepares and processes payment invoices, including coding of expense categories
- Process payroll for all training grant-funded staff
- May serve as a back-up to existing administrative and financial staff within the Health & Human Services Department
- Attends meetings for both Needham Public Health and State-required meetings for the Regional Field Training Hub and Public Health Excellence/Shared Services grants.
- Performs other duties as assigned by the Director of Health and Human Services.
- Evaluate playgrounds for maintenance needs
- Any other tasks as assigned by the Department of Public Works and the Department of Park & Recreation.

Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

- Experience with financial management software, primarily Infinite Visions program
- Prior experience with website design and maintenance; CivicsPlus experience will be especially useful

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Office administration, financial record keeping and automated office systems
Ability to	• Ability to prepare routine to complex correspondence and reports utilizing Microsoft office applications. • Advanced proficiency in Microsoft Excel, Word and Outlook.
Skill in	• Superior written and verbal communication skills

Necessary Special Requirements

None

Physical Demands

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.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.