



## Position Vacancy

RFP #25-067-01

**Position:** Office Manager 2  
**Department:** Public Health  
**Salary Range:** M5: \$57,478 – \$62,216  
**Schedule:** Monday, Wednesday  
& Thursday 8:30 a.m. to 5:00 p.m.  
Tuesday 8:30 a.m. to 7:00 p.m.  
Friday 8:30 a.m. to 12:30 p.m.  
Hours per week: 37.5



*The City of Framingham is currently a 100% onsite work environment.*

- Position will remain open until filled. Priority will be given to those who apply withing the first 21 days.
- The City of Framingham’s Department of Public Health is located at 188 Concord Street, First Floor, Framingham, and is accessible by the [MBTA Commuter Rail](#) and the [MWRTA](#).
- The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.

The mission of the Framingham Public Health Department is to equitably protect and promote the health of the diverse populations that live, learn, work, and play in the City of Framingham. We seek to support and enhance public health through strong leadership, high quality services, collaboration with diverse local and regional partners, and efforts that advance health equity.

The Public Health Department includes four main service areas: Environmental Health, Community Health, Public Health Nursing & Emergency Preparedness, and Administration.

### **Position Purpose:**

The Office Manager performs administrative and professional duties to support the daily operations of the Framingham Public Health Department and the Board of Health (BOH). Duties are varied and require knowledge of department operations, office systems and City procedures and policies. Performs all other related work as required.

### **Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

1. Performs payroll and accounts payable expenses for the department.
2. Tracks and monitors budget expenditures, coordinates with account payable.
3. Assists with monitoring all BOH grants.
4. Develops and coordinates department policy.
5. In charge of online permits processing.
6. Works with City Treasurer to oversee collections of all payments, including grant funds, reimbursement and permit fees.
7. Enter purchase order, pays bills and maintains necessary balances.
8. Monitors, maintains and updates records and database information for the department.
9. Prepares and provides department financial data reports for the Director as requested.
10. Orders and tracks all department expenditures for supplies and equipment.
11. Supervises the Administrative Assistant and serves as backup.

12. Opens mail, answers phones, and coordinates with other departments as necessary
13. Prepares similar or related work as required.
14. Occasionally perform task outside scope of position in the event of Public Health emergency

**Qualifications:**

- Associate's Degree in office administration, business management or related field preferred
- At least 3 years of experience in a similar environment with at least 1 year of supervisory experience
- Ability to speak another language preferred, especially Spanish and/or Portuguese
- Experience with MUNIS preferred
- Working knowledge of:
  - Applicable state, local and federal laws and regulations and department
  - Working knowledge of personal computer and office software (word processing and spreadsheet applications)
- Ability to:
  - Manage multiple tasks in a detailed and effective manner
  - Deal tactfully with members of the public, including those who are fragile or disgruntled
  - Establish effective working relationships with department staff, outside professionals, contractors, subcontractors and other regulatory agencies
  - Maintain composure
  - pass a MA CORI/SORI prior to hire and at least once every two years thereafter
- Needed Skills:
  - Customer service
  - Organization
  - Written and verbal communication

An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job may be accepted.

**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 position's essential functions.*

Regularly required to move about the office and perform routine office tasks; must be able to communicate to be understood, both in writing and orally. Ability to view computers screens and work with details for extended periods of time. May occasionally move objects that weigh up to 10 pounds, including laptops, calculators, reams of paper, etc.

**Supervision Required:**

Work is performed under the direction of the Director of Public Health.

**Supervisory Responsibility:**

Administrative Assistant

**Work Environment:**

Work is performed under typical office conditions; the noise level is moderate. Employee has frequent contact with general public and co-workers. Contacts are in person, by telephone, and by email and involve an information exchange dialogue. Has access to some department-related confidential information.

*The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.*

**The City of Framingham is an Affirmative Action Equal Opportunity Employer.**