



# City of Framingham, MA

July 06, 2026

## Position Vacancy

RFP #27-000-01

**Position:** Administrative Asst. II. – Full Time

**Department:** Callahan Center

**Full Salary Range:** \$ 57,354.44 - \$74,193.60

**Anticipated Salary:** \$ 57,354.44 - \$59,671.04



**Schedule:** April – November:  
Monday, Wednesday and Thursday – 8:30 a.m. – 4:30 p.m.  
Tuesday – 8:30 a.m. – 7:30 p.m.  
Friday – 8:30 a.m. – 1:30 p.m.

November – April:  
Monday – Friday: 8:30 a.m. – 4:30 p.m.

**Hours per week: 37.5**

The nationally accredited Callahan Senior Center is a multi-purpose center for people 55 and older. This 25,000-square-foot, fully accessible facility offers a wide range of exercise and recreational programs for little or no cost to participants. The Council on Aging strives to improve the healthy aging of a broader segment of the 55 and older population of Framingham. Social Services staff are available to provide a broad range of support services, assistance with applying for benefits, and referrals for services. Bilingual staff provides support in Spanish and Portuguese and the Center supports LGBTQ+ older adults and their allies.

For more information, please see the [Callahan Center/Senior Services website](#) and the [Callahan Courier Newsletter](#).

*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 within the first 21 days.
- The Callahan Center is located at 535 Union Avenue, Framingham, and is accessible by the [MWRTA](#).
- 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 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.
- The City of Framingham is an Affirmative Action Equal Opportunity Employer.

**Position Purpose:**

Employee provides a range of clerical and administrative duties in support of the department’s day-to-day operations. Employee is required to perform all similar or related duties.

**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. Assists the Assistant Director in the development and maintenance of a variety of budgets, such as the annual municipal, revolving and numerous grant budgets and their related monthly, annual reports and other related tasks associated with these budgets.
2. Organizes all departmental records.
3. Verifies and processes department's weekly payroll, attendance records, and forms related to employee benefits and personnel records.
4. Maintains and prepares expense records, purchase orders, and bill warrants using Munis system.
5. Submits all grant sets ups, budget transfers and reclassification to Accounting on a timely basis.
6. Receives, records and turns over all fees, donations and reimbursements to the City Treasurer's Office.
7. Monitors all departmental accounts in Munis to be sure deposits are being posted to the correct account.
8. Oversees and maintains multiple grants once they are awarded to the Callahan Center. Reminds staff of grant deadlines and compliance to the grant specifications.
9. Orders office supplies and equipment needed for the center. Helps in trouble shooting office machine issues that come up in the normal course of operations.
10. Prepares monthly reports for Council on Aging Board meetings and other co-workers.
11. Orients and updates employees to policies, forms and procedures of the Callahan Center and the City.
12. Develops and maintains effective and cooperative relationships with staff and other city departments, such as: Accounting, Treasurer, Human Resources, Division Financial Manager, Tech Services and Facilities among others.
13. Interacts with Friends of Callahan, as necessary regarding donations and memberships.
14. Performs other related tasks as assigned or directed.

**Qualifications:**

- **Education and Experience:**
  - Bachelor's degree in an appropriate discipline preferred (or equivalent level of proficiency based on work experience).
  - Minimum of three (3) years previous job-related experience.
- **Special Requirements:**
  - CPR and AED certification (preferred but not necessary).
- **Knowledge of:**
  - Munis experience preferred.
  - Computer skills and proficiency in Microsoft Office Suite, with a focus on spreadsheet design.
- **Ability to:**
  - Respond to and resolve sensitive issues with co-workers, vendors and volunteers.
  - Prioritize in a multi-tasking environment.
  - Exercise sound judgment and take independent initiative, as necessary.
- **Necessary Skills:**
  - Written and verbal communication.
  - Proven proficiency in fundamentals of accounting and personnel and file management.
  - Organization and attention to details.
  - Oral and written communication skills.
  - Reliability.

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.*

**Physical Skills:** Little or no physical demands are required to perform the work. Work effort principally involves remaining stationary for extended periods of time to perform work tasks. Movement such as intermittent periods of stooping, walking, kneeling, twisting, reaching with hands and arms, and standing may be required to perform office tasks. The employee is occasionally required to transport objects such as books, office equipment and packages of paper.

**Motor Skills:** Position requires the application of basic motor skills for activities including but not limited to operating a personal computer, office equipment, word processing, pushing, pulling or lifting office equipment, and sorting of papers.

**Visual Skills:** The employee is required to routinely read documents and reports for understanding.

**Supervision Required:**

Under the general supervision of the Assistant Director of Elder Services, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to ensure that completed work and methods used are technically accurate and that instructions are being followed.

**Supervisory Responsibility:**

Employee is not required to regularly supervise other city employees. Employee will be required to regularly provide direction and training on the city policies.

**Confidentiality:**

In accordance with the State public relations law, employee has access to confidential information of the department such as personnel and department records.

**Accountability:**

Consequences of errors or poor judgment may include missed deadlines, jeopardized programs, and adverse public relations.

**Judgment:**

Numerous standardized practices, procedures or general instructions govern the work performed and, in some case, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice or procedure, regulation or guideline.

**Complexity:**

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Work Environment:**

Employee performs work in a municipal office setting subject to frequent interruptions.

**Nature and Purpose of Relationships:**

Relationships are primarily with the Assistant Director of Aging Services, co-workers, and staff in other departments, involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. More than

ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

**Occupational Risk:**

Risk exposure is similar to that found in an office setting.

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