



**TOWN OF FRAMINGHAM  
MASSACHUSETTS**

**RFP # 17-035  
August 23, 2016**

**NOTICE OF VACANCY  
August 23, 2016**

**POSITION:** Payroll Administrator

**DEPARTMENT:** Police

**SALARY:** M4 \$46,407 - \$55,464

**HOURS:** Monday – Friday 8:00am – 4:00pm

**Statement of Duties:** The employee performs responsible administrative and secretarial functions including but not limited to employee compensation, vendor and alarm billing as well as accounts receivable/payable and the maintenance of financial records. The employee is required to perform all similar or related duties.

**Supervision Required:** Employee works under the general supervision of the Business Manager. 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 insure that completed work and methods used are technically accurate and that instructions are being followed

**Supervisory Responsibility:** Employee is not required to regularly supervise any town employees.

**Confidentiality:** In accordance with the State Public Records law, the employee has regular access to confidential information of the department such as official employee personnel records.

**Accountability:** Consequences of errors or poor judgment may include missed deadlines, delay of service or payment, jeopardize programs and grants, adverse public relations, town liability and monetary loss.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, 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. The employee is required to work beyond normal business hours to complete work assignments when necessary.

**Nature and Purpose of Relationships:** Relationships are primarily with co-workers, department staff, and the public 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:** Duties of the job present little potential for injury to the employee. Risk exposure is similar to that found in a municipal office setting.

**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 all administrative and secretarial functions including but not limited to computing and processing of all data pertaining to the processing of the department's employee payroll, typing, scanning of documents, updating the "On-Duty" system, screening of incoming telephone calls, calendar management, editing of documents, and the preparation of all human resource paperwork pertaining to employee salary or benefit changes leave accrual, longevity, incentive stipends and employee leave accrual records.
2. Ensures that the Department's payroll is in compliance with the FLSA, department On-Duty system and applicable provisions of department collective bargaining contracts pertaining to the compensation of employees.
3. Prepares vendor billing for Police Officer details and alarm billing (AP/AR); serves as the department's liaison to retail vendors regarding billing disputes.
4. Processes deposits of funds received to the Town Treasure's Office.
5. Assists the Aide to the Police Chief with the preparation of the department's annual operating budget.
6. Reviews the daily log to compile data pertaining to Tow Companies for preparation of invoice billing.
7. Works with the Court Prosecutor processing paperwork for vendors for non-payment of police details and false alarm permits.
8. Provides assistance to the Records department, Detective Bureau, Police Chief and/or Deputy Police Chiefs as requested.

9. Schedules and coordinates meetings including the development of agendas.

**Recommended Minimum Qualifications:**

**Education and Experience:** Must have an Associate's degree, and three to five (3-5) years of office experience; or an equivalent combination of education and experience.

**Special Requirements:** None required.

**Knowledge, Abilities and Skill**

**Knowledge:** Knowledge of office procedures, computer programs and equipment, accounting, payroll, purchasing, and federal, state laws and Town ordinances pertaining to department operations. Knowledge of office technology including but not limited to office software, payroll and financial software, email, Munis and the Internet in support of department operations. Knowledge of the Federal Fair Labor Standards Act and department collective bargaining contracts pertaining to the compensation of employees of the department.

**Abilities:** Plan and prioritize work and to perform multiple tasks in a timely manner, maintain confidentiality, work independently, and be self motivated.

**Skills:** Public relations and communication skills, and good common sense. Proficient written and oral communication skills; proficient administrative skills such as data or word processing.

**Physical and Mental Requirements:**

*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 sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy and computer paper.

**Motor Skills:** Position requires the application of basic motor skills to perform activities such as operating a personal computer and other office equipment, word processing, filing or sorting of papers.

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

**Please visit our website:**

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

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