

CITY OF EAST PROVIDENCE
EMPLOYMENT OPPORTUNITY



Administrative Planning Clerk
EPPMTEA UNION AFFILIATION

(Pay Grade 31) \$43,258 - \$51,212

Under the supervision of the Director of Planning & Economic Development, performs varied administrative work including typing, filing, word processing, data entry and retrieval. Experience with Microsoft Office Professional, including Excel, Access, Power Point, Outlook and Adobe PDF preferred. The work requires the exercise of judgment in the application of the prescribed procedures and methods in routine office matters and the ability to meet strict deadlines. Excellent organizational skills and the ability to work in a team environment are strongly preferred. Depending upon the nature of the assignment, the work may be done under close or general supervision of the Planning Director or another supervisor. Performs procedural and substantive clerical work. Clerk also responsible for receiving, reviewing and verifying forms and documents and files. The Planning clerk also researches information, professionally addresses from the public - in person, via phone and online. Responsible for the processing of payroll, purchase requisitions, claim vouchers and attendance records.

Additional duties include working with the Community Development coordinator, to perform professional and responsible program management and administration work in connection with the Community Development Block Grant (CDBG) program. Assignments are received from immediate supervisor in some detail; the extent of detail depends upon the difficulty or nature of the assignment. Performs professional and responsible program management and administration work in connection with CDBG. Performs other related work as required.

Desirable Abilities, Knowledge and Skills:

Performs responsible and varied administrative work including typing, filing, data entry and retrieval. Experience with Microsoft Office, including Excel, Access, Power Point, Outlook and Adobe PDF preferred. The work requires the exercise of judgment in the application of the prescribed procedures and methods in routine office matters and the ability to meet strict deadlines. Excellent organization skills and the ability to work in a team environment a must.

Responsibilities/Job Duties:

- Home Improvement Program operation and management;
- Researching and establishing priority needs of constituents and program applicants;
- Development of requests for proposals for programming;
- Determining project costs and budgets;
- Program monitoring and reporting;
- Ensuring eligibility and regulatory compliance;
- Preparing written reports;

- Grant execution and closeout;
- Maintaining accurate accounting records of grant revenues and expenditures;
- File agendas and minutes of Planning Board meetings with Secretary of State
- Process purchase orders and invoices
- Prepares and makes banks deposits for Planning and CDBG
- Update city calendar for various board meetings and events
- Process payroll for department
- Schedule meetings via calendar and virtual meeting software
- Assist staff with certified mailings, mail merge and Planning Board packets
- Tracking and record keeping of budgets for Planning and Economic Development Department and CDBG
- Other duties as assigned;

Minimum Qualifications:

- Associates Degree; or equivalent experience
- Accounting knowledge through education or experience preferred;
- Housing Assistance Program experience preferred;
- Bilingual in Portuguese, Spanish, or Creole helpful;
- Grant execution experience;
- Report writing experience
- General office skills;
- Computer literate of all Office Suite products such as Excel;
- Customer service experience a must

EXAMINATION WEIGHT

100 % Oral

Please apply online at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cld=19000101_000001&type=JS&lang=en_US



Application and resume must be submitted no later than Wednesday, February 15, 2023 by 4:00 p.m.

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Posted 2/01/2023