

Massachusetts Municipal Association  
 3 Center Plaza Suite 610  
 Boston, MA 02108

# Invoice

Date	Invoice #
6/30/2023	MMA 41437

Phone #	(617) 426-7272
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Bill To
City of Somerville attn: Donna Joy Personnel Office 93 Highland Ave Somerville, MA 02143

P.O. No	Terms	Tax Exempt No	Attendee	
5.30.23	upon receipt			
Qty	Item	Description	Rate	Amount
	Employ List Ad...	Employment Listings on MMA Website for Position of Grants & Procurement Analyst  May Web Ad	75.00	75.00
			<b>Total</b>	<b>\$75.00</b>

## Grants and Procurement Analyst

City of Somerville

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The **city of Somerville** is in search of a **Grants and Procurement Analyst**. Will assist the Director of Finance and Administration by serving as the primary departmental liaison for all 30b and non-30b procurement processes. Will also assist with the administration of grants and special revenue funds including, but not limited to, federal, state, and local special revenue funded grant programs. Will coordinate with internal city project managers, the PCS department, and external vendors to initiate procurement requests.

**Hours:** Full-Time

**Salary:** \$70,358.09 annualized, plus benefits

Please visit the city's website to apply:

<https://cityofsomerville.applytojob.com/apply/XO02idwOTI/Grants-And-Procurement-Analyst>.

## Municipal Marketplace