

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

Invoice

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| Date | Invoice # |
| 6/2/2022 | MMA 37669 |

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|---------|----------------|
| 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 | |
|---------|-------------------|--|--------------|---------|
| 4.15.22 | upon receipt | | | |
| Qty | Item | Description | Rate | Amount |
| | Employ List Ad... | Employment Listings on MMA Website for Position of Senior Clerk April Web Ad | 75.00 | 75.00 |
| | | | Total | \$75.00 |

Senior Clerk

City of Somerville

Home → [Municipal Marketplace](#)

The **city of Somerville** is in search of a **Senior Clerk of Assessing**. Responsibilities include: a variety of clerical duties; examining documents for correctness; preparing forms/documents; answering taxpayer inquiries at counter, telephone, or by email; examining/reviewing expanded Accurint print out information; reporting discrepancies; reviewing returned tax bills; assisting Revaluation Staff by printing deeds and death certificates; filing; maintaining files; assisting taxpayers; assisting with incoming mail and external mailings; answering telephones; performing data entry; and assisting other departments as needed. Performs other related tasks as required.

Hours: Full-Time w/Benefits

Salary: \$855.35/week

Please visit the city's website to apply:

<https://cityofsomerville.applytojob.com/apply/VFnMkEuCt/Senior-Clerk>

Municipal Marketplace

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

Invoice

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| Date | Invoice # |
| 6/2/2022 | MMA 37670 |

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| Phone # | (617) 426-7272 |
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City of Somerville
attn: Donna Joy
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| 4.15.22 | upon receipt | | | |
| Qty | Item | Description | Rate | Amount |
| | Employ List Ad... | Employment Listings on MMA Website for Position of Food Access Coordinator & Market Manager April Web Ad | 75.00 | 75.00 |
| | | | Total | \$75.00 |

Food Access Coordinator and Market Manager

City of Somerville

Home → [Municipal Marketplace](#)

The **city of Somerville** is in search of a **Food Access Coordinator and Market Manager**.

The Food Access Coordinator and Market Manager is responsible for the program management of the Somerville Mobile Farmers Market as well as convening, communicating, and coordinating local, regional, and federal food assistance programs, organizations, resources, and food access initiatives. Performs other related duties that may be assigned.

Hours: Full-Time w/ benefits

- June-October requires a flexible schedule to include Saturday and Sunday market hours
- November-May is a standard Monday-Friday workweek

Salary: \$63,672.48 annually

Please visit the city's website to apply:

<https://cityofsomerville.applytojob.com/apply/QuUF2UgAFt/Food-Access-Coordinator-And-Market-Manager>

Massachusetts Municipal Association
3 Center Plaza Suite 610
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| Date | Invoice # |
| 6/2/2022 | MMA 37671 |

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

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| 4.15.22 | upon receipt | | | |
| Qty | Item | Description | Rate | Amount |
| | Employ List Ad... | Employment Listings on MMA Website for Position of Out-of-School Time / Child Care Coordinator April Web Ad | 75.00 | 75.00 |
| | | | Total | \$75.00 |

Out-of-School Time/Child Care Coordinator

City of Somerville

Home → [Municipal Marketplace](#)

The **city of Somerville** is in search of an **Out-of-School Time/Child Care Coordinator**.

The employee will work to develop and implement an accessible system for connecting families with high quality childcare to support their child(ren)'s learning and wellbeing, and to meet the logistical needs of the families. The Coordinator will work closely with many local stakeholders, city departments, Child Care Centers/Providers, and Somerville families. The Coordinator will also help to implement the city of Somerville Child Care Access and Affordability Financial Assistance Program.

Hours: Full-Time w/Benefits

Salary: \$63,672.48 annually

Please visit the city's website to apply:

<https://cityofsomerville.applytojob.com/apply/HDaPowU4pE/OutofSchool-TimeChild-Care-Coordinator>

Municipal Marketplace

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| 6/2/2022 | MMA 37672 |

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| 4.15.22 | upon receipt | | | |
| Qty | Item | Description | Rate | Amount |
| | Employ List Ad... | Employment Listings on MMA Website for Position of IT Project Manager April Web Ad | 75.00 | 75.00 |
| | | | Total | \$75.00 |

IT Project Manager

City of Somerville

[Home](#) → [Municipal Marketplace](#)

The **city of Somerville** is in search of an **IT Project Manager**. The IT Project Manager is responsible for managing the evaluation, prioritization, planning, budgeting, and execution of new/existing systems initiatives for the city as well as the implementation of complex systems and interfaces. Employee performs numerous similar or related duties.

Hours: Full-Time w/Benefits

Salary: \$90,202.68 annually

Please visit the city's website to view the full job description and to apply:

<https://cityofsomerville.applytojob.com/apply/zm6jpicsCF/IT-Project-Manager>

Municipal Marketplace

MUNICIPAL CAREER OPPORTUNITIES

MUNICIPAL PRODUCTS AND SERVICES GUIDE

Massachusetts Municipal Association
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| Date | Invoice # |
| 6/2/2022 | MMA 37673 |

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| 4.15.22 | upon receipt | | | |
| Qty | Item | Description | Rate | Amount |
| | Employ List Ad... | Employment Listings on MMA Website for Position of Technician II - Circulation Librarian April Web Ad | 75.00 | 75.00 |
| | | | Total | \$75.00 |

Technician II – Circulation Librarian

City of Somerville

Home → [Municipal Marketplace](#)

The **city of Somerville** is in search of a **Technician II – Circulation Librarian**. We seek an enthusiastic and personable individual who wants to join a team committed to providing excellent library services to patrons of all ages in Somerville. Responsibilities include: staffing Circulation desk, providing accurate and exceptional service to the public; assisting with clerical library duties; assisting the public with basic information requests and with information regarding library policies; filling in at public service desks as needed; and performing other duties as assigned

Hours: Full-Time w/Benefits

Salary: \$913.02/week

Please visit the city's website to apply:

<https://cityofsomerville.applytojob.com/apply/Wzghfb8d50/Technician-II-Circulation-Librarian>

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| Date | Invoice # |
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| 4.15.22 | upon receipt | | | |
| Qty | Item | Description | Rate | Amount |
| | Employ List Ad... | Employment Listings on MMA Website for Position of Technician III - Children's Department Librarian April Web Ad | 75.00 | 75.00 |
| | | | Total | \$75.00 |

Technician III – Children’s Department Librarian

City of Somerville

Home → [Municipal Marketplace](#)

The **city of Somerville** is in search of a **Technician III–Children’s Department Librarian**. We seek an enthusiastic and personable individual who wants to join a team committed to providing excellent library services to patrons of all ages. Responsibilities include: staffing the Children’s Room, assisting children in using print/electronic resources/technology; providing engaging reference and reader’s advisory services; developing and implementing programs for children; leading story times/book clubs; selecting children’s materials; filling in at other public service desks; and completing special projects and performing other duties as assigned.

Hours: Full-Time w/Benefits

Salary: \$989.90/week

Please visit the city’s website to apply:

<https://cityofsomerville.applytojob.com/apply/ayDOa2pOEJ/Technician-III-Childrens-Department-Librarian>

Massachusetts Municipal Association
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| Qty | Item | Description | Rate | Amount |
| | Employ List Ad... | Employment Listings on MMA Website for Position of Primary Operator April Web Ad | 75.00 | 75.00 |
| | | | Total | \$75.00 |

Primary Operator

City of Somerville

[Home](#) → [Municipal Marketplace](#)

The **city of Somerville** is in search of a **Primary Operator**. The Primary Operator is required to provide responsible, technical advice and oversee the technical aspects of the city's water distribution system. The Primary Operator advises, gives direction, and provides oversight to the Water Foreman on the technical details to ensure the successful completion of work performed on the distribution system. Performs other related duties that may be assigned.

Hours: Full-Time (Monday – Friday 7 a.m. to 3:30 p.m.)

Salary: \$1,963.41 weekly

Please visit the city's website to apply:

<https://cityofsomerville.applytojob.com/apply/iRCJm1uE9X/Primary-Operator>

Municipal Marketplace