

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

Invoice

Date	Invoice #
5/23/2022	MMA 37389

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	
3.1.22	upon receipt			
Qty	Item	Description	Rate	Amount
	Employ List Ad...	Employment Listings on MMA Website for Position of Payroll Coordinator March Web Ad	75.00	75.00
			Total	\$75.00

Payroll Coordinator

City of Somerville

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The **city of Somerville** is in search of a **Payroll Coordinator**. The Payroll Coordinator is responsible for routine and complex accounting and administrative work in managing the city's payroll functions. Employee is required to perform all similar or related duties.

Hours: Full Time

Salary: \$63,672.48 annually plus benefits

Please visit the city's website for a detailed description:

<https://www.somervillema.gov/jobs>

Open until filled. To apply, send cover letter and resume to:

employment_opportunities@somervillema.gov

Municipal Marketplace

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P.O. No	Terms	Tax Exempt No	Attendee	
3.4.22	upon receipt			
Qty	Item	Description	Rate	Amount
	Employ List Ad...	Employment Listings on MMA Website for Position of Director of SomerStat March Web Ad	75.00	75.00
			Total	\$75.00

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ABOUT MMA

Director of SomerStat

City of Somerville

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The **city of Somerville** is in search of **Director of SomerStat**. The Director of SomerStat provides analytical, administrative, and supervisory functions in supporting the Mayor in departmental supervision by working with city departments through regular meetings to identify problems, set goals, and to implement policy and operational change. Employee is required to perform all similar or related duties.

Hours: Full Time

Salary: \$116,732.88 annually plus benefits

Please visit the city's website for a detailed description:

<https://www.somervillema.gov/jobs>

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3.4.22	upon receipt			
Qty	Item	Description	Rate	Amount
	Employ List Ad...	Employment Listings on MMA Website for Position of Internal Auditor March Web Ad	75.00	75.00
Total				\$75.00

Internal Auditor

City of Somerville

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The **city of Somerville** is in search of an **Internal Auditor**. The Internal Auditor is responsible for the evaluation, design, and implementation of an effective internal control structure that protects the city’s fiscal, capital, and operational assets. Other responsibilities include, but are not limited to: ensuring that internal checks and balances are in place; conducting a variety of audits/reviews/assessments; performing operational, financial, and compliance audits; and developing plans to maintain asset security.

Hours: Full-Time w/benefits

Salary: \$70,358.09 annually

Please visit the city’s website for a detailed description:

<https://www.somervillema.gov/jobs>

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Date	Invoice #
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P.O. No	Terms	Tax Exempt No	Attendee	
3.7.22	upon receipt			
Qty	Item	Description	Rate	Amount
	Employ List Ad...	Employment Listings on MMA Website for Position of Director of Finance & Administration (Public Safety) March Web Ad	75.00	75.00
			Total	\$75.00

MUNICIPAL JOBS

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ABOUT MMA

Director of Finance and Administration (Public Safety)

City of Somerville

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The **city of Somerville** is in search of a **Director of Finance & Administration (Public Safety)**. The Director of Finance & Administration (Public Safety) is responsible for administrative, financial and clerical management functions within the SPD and SFD. The Director will report to both the Chief of Police and Fire Chief in order to assist the departments in financial and related matters. Employee is required to perform all similar or related duties.

Hours: Full-Time

Salary: \$95,508.00 annually plus benefits

Please visit the city's website for a detailed description:

<https://www.somervillema.gov/jobs>

Open until filled. To apply, send cover letter and resume to:

employment_opportunities@somervillema.gov

Municipal Marketplace

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Invoice

Date	Invoice #
5/23/2022	MMA 37393

Phone #	(617) 426-7272
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Bill To

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P.O. No	Terms	Tax Exempt No	Attendee	
3.14.22	upon receipt			
Qty	Item	Description	Rate	Amount
	Employ List Ad...	Employment Listings on MMA Website for Position of Public Information Officer (Communications) March Web Ad	75.00	75.00
			Total	\$75.00

Public Information Officer (Communications)

City of Somerville

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The **city of Somerville** is in search of a **Public Information Officer**. Working as part of a congenial and collaborative team in the Communications Department, core duties span updates, alerts, and other messaging via a variety of print and digital formats. You'll produce both simple progress updates, as well as creative windows into the work like multimedia web pages, construction cams, etc. You'll produce notices of construction-related impacts, announcements of engagement opportunities, and occasionally support public meetings/presentations on projects by city staff or partners.

Hours: Full-Time w/benefits

Salary: \$68,978.52 annually

Please visit the city's website for a detailed description:

<https://cityofsomerville.applytojob.com/apply/ACIHZPIGdL/Public-Information-Officer>

Municipal Marketplace

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P.O. No	Terms	Tax Exempt No	Attendee	
3.14.22	upon receipt			
Qty	Item	Description	Rate	Amount
	Employ List Ad...	Employment Listings on MMA Website for Position of Human Resources Assistant March Web Ad	75.00	75.00
			Total	\$75.00

Human Resources Assistant

City of Somerville

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The **city of Somerville** is in search of a **Human Resources Assistant**. The HR Assistant is responsible for the provision of day-to-day operations in support of the Human Resources (HR) office. Working under the direction of the HR Manager, the employee responds to general inquiries, prepares necessary documents, and assists other city departments as needed. Employee is required to perform all similar or related duties.

Hours: Full-Time

Salary: \$53,060.40 annually plus benefits

Please visit the city's website for a detailed job description:

<https://cityofsomerville.applytojob.com/apply/nLC77ljUu0/Human-Resources-Assistant>

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5/23/2022	MMA 37395

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P.O. No	Terms	Tax Exempt No	Attendee	
3.14.22	upon receipt			
Qty	Item	Description	Rate	Amount
	Employ List Ad...	Employment Listings on MMA Website for Position of Community Engagement Specialist (RSJ) March Web Ad	75.00	75.00
			Total	\$75.00

Community Engagement Specialist (RSJ)

City of Somerville

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The **city of Somerville** is in search of a **Community Engagement Specialist**. The Community Engagement Specialist for the Department of Racial and Social Justice leads the community engagement planning and implementation of projects/programs to ensure broad, diverse, timely stakeholder engagement and community driven processes for the RSJ initiatives. The Specialist will create opportunities for participatory, collaborative, and meaningful community engagement. This work includes creating hands-on outreach activities, planning public events, designing/facilitating public meetings/focus groups, and mobilizing new/existing partners in the city of Somerville.

Hours: Full-Time w/benefits

Salary: \$63,672.48 annually

Please visit the city's website for a detailed job description:

<https://cityofsomerville.applytojob.com/apply/hqjJ9Mp77e/Community-Engagement-Specialist>

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P.O. No	Terms	Tax Exempt No	Attendee	
3.23.22	upon receipt			
Qty	Item	Description	Rate	Amount
	Employ List Ad...	Employment Listings on MMA Website for Position of City Solicitor March Web Ad	75.00	75.00
			Total	\$75.00

City Solicitor

City of Somerville

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The **city of Somerville** is in search of a **City Solicitor**. The City Solicitor is the chief administrator of the city's Law Department and oversees the provision of legal services to the Mayor, City Council, all city departments, boards, and commissions. The City Solicitor occupies a position of responsibility and trust requiring the highest ethical standards, solid judgment, discretion, and professionalism. The City Solicitor is a member of the city's executive leadership team.

Hours: Full-Time

Salary: \$148,569.12 annually plus benefits

Please visit the City's website to apply:

<https://cityofsomerville.applytojob.com/apply/J5BzKeYNJd/City-Solicitor>

Municipal Marketplace

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P.O. No	Terms	Tax Exempt No	Attendee	
3.30.22	upon receipt			
Qty	Item	Description	Rate	Amount
	Employ List Ad...	Employment Listings on MMA Website for Position of Geriatric Social Worker March Web Ad	75.00	75.00
Total				\$75.00

Geriatric Social Worker

City of Somerville

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The **city of Somerville** is in search of a **Geriatric Social Worker**. The employee assists elders to advocate for themselves and oversees the provision of services that will support their mental health. Responsibilities include: providing information, referrals, and outreach services; attending professional development programs and meetings to maintain knowledge of current elderly service programs; leading elderly support group meetings; maintaining records of program attendance/activity details; assisting with applications; serving as an advocate; and conducting home visits.

Hours: Full-Time w/Benefits

Salary: \$63,672.44 annually

Please visit the city's website for a detailed description:

<https://cityofsomerville.applytojob.com/apply/HkomMwKu9R/Geriatric-Social-Worker>

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P.O. No	Terms	Tax Exempt No	Attendee	
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Qty	Item	Description	Rate	Amount
	Employ List Ad...	Employment Listings on MMA Website for Position of Electrician March Web Ad	75.00	75.00
Total				\$75.00

Electrician

City of Somerville

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The **city of Somerville** is in search of an **Electrician**. Responsibilities include: performing skilled electrical work at the journeyman level, installing and maintaining the municipal fire alarm system, building fire alarm systems and security systems; Maintaining the city's street and park lighting, including installation and maintenance of underground conduits, wiring, bases, poles and fixtures; Maintaining traffic signals, including emergency repairs and ordinary maintenance. Performs supervision over helpers and apprentices. Performs other duties as assigned.

Hours: Full Time w/Benefits

Salary: \$1,153.28+\$50 per week

Please visit the city's website to apply:

<https://cityofsomerville.applytojob.com/apply/ba91ab2UQW/Electrician>

Municipal Marketplace

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P.O. No	Terms	Tax Exempt No	Attendee	
3.30.22	upon receipt			
Qty	Item	Description	Rate	Amount
	Employ List Ad...	Employment Listings on MMA Website for Position of Motor Equipment Repairman March Web Ad	75.00	75.00
			Total	\$75.00

Motor Equipment Repairman

City of Somerville

Home → Municipal Marketplace

The **city of Somerville** is in search of a **Motor Equipment Repairman**. Responsibilities include: performing skilled repair and maintenance of any and all COS Motor equipment; inspecting and troubleshooting gasoline and diesel internal combustion engine-powered vehicles/other power related equipment; repairing electrical systems; installing/maintaining all aftermarket up-fitting assemblies; assisting radio repairman with two-way mobile communications repairs; replacing faulty or worn parts; and performing body-work and related welding/metal work. May supervise a small crew of workers at a lower skill level. Performs other related duties as assigned.

Hours: Full-Time w/Benefits

Salary: \$58,938.22 annually

Please visit the city's website to apply:

<https://cityofsomerville.applytojob.com/apply/k8Mhoaj3py/Motor-Equipment-Repairman-Fleet-Operations>

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P.O. No	Terms	Tax Exempt No	Attendee	
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Qty	Item	Description	Rate	Amount
	Employ List Ad...	Employment Listings on MMA Website for Position of Case Manager March Web Ad	75.00	75.00
			Total	\$75.00

Case Manager

City of Somerville

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The **city of Somerville** is in search of a **Case Manager**. The HHS Case Manager will conduct in-depth intakes for residents in need of services to support their mental, social, and physical wellbeing. The employee will provide information to Somerville residents on resources and services available to them, provide appropriate referrals to city colleagues and external partner agencies, create "safe spaces" that allow for cohesive working relationships to be formed, and provide case management and oversight for clients. Performs other related duties that may be assigned.

Hours: Full-Time w/Benefits

Salary: \$63,672.48 annually

Please visit the city's website to apply:

<https://cityofsomerville.applytojob.com/apply/5VmLHdWxci/Case-Manager>

Municipal Marketplace

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P.O. No	Terms	Tax Exempt No	Attendee	
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Qty	Item	Description	Rate	Amount
	Employ List Ad...	Employment Listings on MMA Website for Position of Public Health Nurse March Web Ad	75.00	75.00
			Total	\$75.00

Public Health Nurse

City of Somerville

Home → Municipal Marketplace

The **city of Somerville** is in search of a **Public Health Nurse**. The Public Health Nurse provides direct service and support with communicable disease investigation, outbreak control, and direct observation therapy. Coordinates Public Health education events and activities. Manages data entry of new students into current health records database. Serves as an information conduit between schools, community stakeholders, residents, businesses, and others. Performs other related duties that may be assigned.

Hours: Full Time w/Benefits

Salary: \$76,708.32 annually (BSN), \$79,047.28 annually (MSN)

Please visit the city's website to apply:

<https://cityofsomerville.applytojob.com/apply/VZLLjVRyFZ/Public-Health-Nurse>

Municipal Marketplace

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Invoice

Date	Invoice #
5/23/2022	MMA 37402

Phone #	(617) 426-7272
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P.O. No	Terms	Tax Exempt No	Attendee	
3.30.22	upon receipt			
Qty	Item	Description	Rate	Amount
	Employ List Ad...	Employment Listings on MMA Website for Position of Social Worker March Web Ad	75.00	75.00
			Total	\$75.00

Social Worker

City of Somerville

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The **city of Somerville** is in search of a **Social Worker**. The Social Worker operates as the Family Services Manager to assist community members to advocate for themselves and oversees the provision of services that will support their mental, social, and physical wellbeing. Employee is required to perform all similar or related duties.

Hours: Full-Time w/Benefits

Salary: \$63,672.44 annually

Please visit the city's website to apply:

<https://cityofsomerville.applytojob.com/apply/18NxDcZUkd/Social-Worker>

Municipal Marketplace

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