



Job Opening

Program Assistant

Posted 12/19/18

This requisition will remain open until filled; however, first consideration will be given to those applicants that apply within the first 21 days.

The Department of Fish & Game works to preserve the state's natural resources and people's right to conservation of those resources, as protected by Article 97 of the Massachusetts Constitution. To carry out this mission, the Department exercises responsibility over the Commonwealth's marine and freshwater habitats that support them.

The Division of Ecological Restoration is charged with restoring and protecting the health and integrity of the Commonwealth's rivers, wetlands, and watersheds for the benefit of people and the environment. This mission is critical to the success of the Department of Fish and Game that manages, protects, and restores the natural resources of the Commonwealth.

The Division of Ecological Restoration works with community-based partners to restore aquatic ecosystems. The Division's ecological restoration work brings clean water, recreation opportunities, and other ecosystem services to the citizens of Massachusetts.

The Department of Fish and Game, Division of Ecological Restoration is accepting resumes and applications for the position of Program Assistant (Program Coordinator I).

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES

This position is the Program Assistant for the Division of Ecological Restoration (DER). The Program Assistant supports the Division's work to implement restoration projects and other initiatives by carrying out fiscal administrative duties under the supervision of the Program Coordinator. Duties include: coordinate, monitor and administer fiscal and procurement transactions; provide guidance to staff relative to DER's Technical Services Master Agreement (MA) and statewide contracts; track and analyze project costs and other fiscal data and reports; and maintain project, grant and inventory records.

DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES

1. Coordinate and administer fiscal transactions for DER in accordance with Comptroller Regulations and Protocols:

- Provide guidance to staff to ensure that contract invoices comply with DER's MA and other Statewide contract terms, are properly tracked against project budgets, and are consistent with deliverables



- Coordinate resolution of invoice discrepancies /issues with project managers; research miscellaneous invoices for payment
 - Process payments and other documents using the Massachusetts Management Accounting and Reporting System (MMARS); check MMARS for accurate information processing
 - Ensure electronic and physical contract records are properly maintained
 - Assist with fiscal reporting
 - Assist with grant administration, including: maintenance of records; data entry into DER's project tracking database; tracking expenditures; and preparation of grant applications and reports
2. Coordinate or support procurement activities for restoration projects in accordance with Commonwealth procurement regulations and protocols, including Master Agreements (MA), bids, and Requests for Response (RFRs) :
- Provide guidance to staff in use of DER's MA and Statewide procurement processes and policies
 - Improve and streamline the Division's procurement process to increase effectiveness through ongoing evaluation, revisions to tools and templates, and improvements in contract language
 - Coordinate development and review of pre and post RFR solicitations, responses, and scopes of work with staff to ensure inclusion of proper components and that deliverables are commensurate with tasks
 - Update vendor contacts, establish and maintain master agreement contract(s), and respond to vendor inquiries regarding contract terms and protocol, staffing and subcontractor modifications, and other amendments
 - Purchase office and field supplies; maintain equipment and supply inventory
 - Prepare and manage procurement files, both hard and electronic versions, and ensure files are populated with proper elements
 - Oversee and track Supplier Diversity Program expenditures to ensure vendors are meeting contract goals
3. Support data management for restoration projects, such as dam removals and salt marsh restoration
- Improve and maintain record keeping systems
 - Maintain project database and records as needed
 - Track and report on project metrics
4. Coordinate the assessment, development, and implementation of protocols, internal policies, and procedures that support DER's fiscal and procurement work.
- Review and improve internal fiscal controls: determine need for new protocols, policies and procedures
 - Conduct analysis of need based on goals; steps, linkages and dependencies
 - Prepare protocols and procedures to ensure consistency and provide guidance
 - Perform other tasks in support of DER as assigned by Supervisor



PREFERRED QUALIFICATIONS

Understanding of ecological and general environmental principles.

- Demonstrated ability and experience managing databases, spreadsheets, and other datasets.
- Demonstrated ability and experience tracking, organizing, reporting, and evaluating project and accounting data to draw conclusions and make appropriate recommendations.
- Ability to understand, explain and apply the laws, rules, regulations, policies, procedures, etc. governing assigned unit activities.
- Demonstrated ability and experience developing and interpreting documents such as requests for responses, contracts, grant applications and reports, and financial reports.
- Demonstrated ability and experience performing mathematical calculations using formulas and maintaining accurate records
- Demonstrated ability and experience evaluating and developing organizational protocols, policies, procedures and internal controls.
- Demonstrated ability to write concisely and express thoughts clearly.
- Computer proficiency with the full suite of Microsoft Office programs (particularly Excel, Word, and Access). Excellent all-around computer skills including data management.
- Ability to work independently and with self-initiative, and as part of a team.
- Ability to exercise sound judgment and exercise discretion in handling confidential information.
- Ability to adapt to varying situations and changing programmatic needs.
- Ability to meet deadlines and follow established procedures.

A cover letter and resume must be submitted as part of the application process and attached “as relevant” to the requisition.

Due to the timing of the posting of this requisition (holidays) first consideration will be given to those applicants that apply within the first 21 days.

Qualifications

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) two years of full-time, or equivalent part-time, professional, administrative or managerial experience in business administration, business management or public administration the major duties of which involved program management, program administration, program coordination, program planning and/or program analysis, or (B) any equivalent combination of the required experience and the substitutions below.



Substitutions:

I. A Bachelor's or higher degree with a major in business administration, business management or public administration may be substituted for the required experience.*

II. A Bachelor's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

Official Title: Program Coordinator I

Primary Location: United States-Massachusetts-Boston - 251 Causeway Street

Job: Administrative Services

Agency: Department of Fish And Game

Schedule: Full-time

Shift: Day

Job Posting: Dec 19, 2018, 2:53:35 PM

Number of Openings: 1

Salary: 52,015.34 - 74,146.02 Yearly

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Johanna Zabriskie - 617-626-1599

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

Apply Online At: <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=1800085H>