

**Town of Natick
Job Description**

Position Title:	Subject Area Expert	Grade Level:	PT Premium
Department	As assigned	FLSA Status	Non-Exempt
Reports to:	Department Head as assigned		

Statement of Duties: Provide technical & expert support to the Department on a variety of needs to ensure project and programs are carried out consistent with Federal, State and local regulations or best practices.

Supervision Required: Employee does not supervise others but coordination with other Town staff is required for this role.

Accountability: An error and omission in this filed could result in missed deadlines, monetary loss, legal repercussions, as well as adverse public relations.

Judgment: Numerous standardize practices and procedures govern the work, in some cases they require additional interpretation.

Complexity: Work responsibilities are technical in nature, since Employee must thoroughly comprehend the intent and obvious wording of state and local laws and codes and be able to provide interpretations of them, applying them to real situations and conditions.

Confidentiality: Individual judgment and the application of professional knowledge and experience is required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Work Environment: Varies depending on the nature of the assignment. Work can be in a typical office environment, in the field, or other locations as assigned.

Occupational Risks: Duties do not generally present occupational risk. Minor injuries could occur through employee's failure to follow safety precautions or procedures.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Performs responsible technical work as assigned
- Reviews and interprets assigned documents and materials.

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- Prepares and submits periodic reports to appropriate authority, as may be required.

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Employee must have the proper training and education needed to complete the scope of work as assigned.
- Employee must have a valid certification in the area they are being assigned.
- A candidate should be in good physical health
- Be able to demonstrate the possession of the required knowledge, skills and abilities to perform the work.

Knowledge, Abilities and Skill

Knowledge:

- Considerable knowledge in the area of assignment.
- Considerable knowledge of applicable federal, state and local regulations in the areas of assignment.

Abilities:

- Ability to read, understand and interpret technical documents, such as: blueprints, technical specifications and plans.
- Ability to prepare technical reports.
- Ability to communicate effectively with others, both orally and in writing.

Skill:

- Skill in using tact and diplomacy in dealing with others.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

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