



# City of Cambridge

30.

IN CITY COUNCIL

March 3, 1997

VICE MAYOR BORN  
COUNCILLOR DAVIS  
COUNCILLOR DUEHAY  
COUNCILLOR GALLUCCIO  
COUNCILLOR REEVES  
MAYOR RUSSELL  
COUNCILLOR SULLIVAN  
COUNCILLOR TOOMEY  
COUNCILLOR TRIANTAFILLOU

WHEREAS: Idling school buses regularly cause a great deal of air pollution in Cambridge which can potentially affect the health of children at schools; now therefore be it

ORDERED: That the City Manager report to the City Council whether this idling time can be reduced by a policy requiring the bus operators to turn off their motors while waiting to load children at the end of the school day.

In City Council March 3, 1997

Adopted by the affirmative vote of eight members.

Attest:- D. Margaret Drury, City Clerk.

A true copy;

A handwritten signature in cursive script that reads "D. Margaret Drury".

ATTEST:-

D. Margaret Drury  
City Clerk

#3

301

Whereas: Idling school buses regularly cause a great deal of air pollution in Cambridge which can potentially affect the health of children at schools

ordered, that the CM report to the Council whether this idling time can be reduced by a policy requiring the bus operators to turn off their motors while waiting to load children at the end of the school day.

RECEIVED BY  
OFFICE OF CITY CLERK  
97 FEB 27 PM 4:21  
CAMBRIDGE MA.

**NOTICE OF POSTING**  
**(In-House)**  
**Local 195 Clerical and Technical Union**  
**Posting Date: 02/25/97**  
**Closing Date: 03/10/97**

**Recruitment of external applicants is underway concurrent with this posting. Applications are available at City Hall Room 309. Send resumé via mail or FAX (617-349-4312). Cambridge residents are especially encouraged to apply.**

**DEPARTMENT AND POSITION:**

Account Clerk  
Department of Human Service Programs C176-703

**CIVIL SERVICE:** non civil service position

**HOURS PER WEEK:** 37.5 hour position; 8:30 a.m. to 5:00 p.m.

**SUPERVISION RECEIVED:** Fiscal Administrator and Director of Administration and Human Resources

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for processing, tracking, filing and follow-up for most departmental requisitions and purchase orders; accounts payable. Includes monitoring appropriate usage of city's statutory codes and balancing of accounts.
- Monitor unpaid invoices and incomplete orders to vendors. Receive and track deliveries for department.
- Must use departmental vax system as well as Microsoft Office for financial tracking purposes.
- Responsible for vendor contact information and to research vendor payment situations. Resolves billing problems with outside vendors. Tracks, monitors and make payments through department's contacts for rent, utilities, maintenance agreements, transportation services and other department wide services.
- Responsible for making assignments to work-study students on a daily basis.
- Responsible for Intercity transfers of funds when needed.
- Responsible for depositing funds into city accounts when needed.
- Daily contact with other city Departments including payroll, purchasing, auditing, finance. Responsible for inter-city mail delivery to other departments.
- Responsible for payroll processing for department. Includes completing payroll worksheet, edit, and register for all departmental employees- 500 seasonal, 200 non-seasonal employees. Troubleshoot payroll problems with City's Payroll Department and/or individual department employees.
- Must sort and distribute employee payroll and vendor checks each pay week.
- Responsible for distribution and tracking of Department's W2 tax forms for employees.
- Distributes and tracks employees' use of MBTA pass program.
- Uses City's financial and personnel systems daily. Uses Windows 95, and Microsoft Office including MS Word and Excel.
- Responsible for department telephone coverage in absence of clerical support.
- Responsible for interoffice communication to department employees including written memos and e-mail.
- Handles other miscellaneous duties as assigned.

**DESIRED MINIMUM QUALIFICATIONS:** Must have a High School Diploma or GED. Must be well organized, able to communicate effectively, attention to detail, able to work under deadlines, and good computer skills. Must be able to work cooperatively and independently and handle mass volumes of paperwork.

**PHYSICAL DEMANDS:** Sufficient ability to lift and transport approximately ten pounds to and from other city locations.

**WORK ENVIRONMENT:** High volume of staff requests. Fluorescent lighting, air conditioning.

**PAY:** \$8.8379/hr - \$13.5876/hr

**APPLICATION PROCEDURE:** ALL INTERESTED EMPLOYEES MUST FILE A JOB BIDDING FORM IN THE CITY OF CAMBRIDGE PERSONNEL OFFICE, ROOM 309, ON OR BEFORE THE CLOSING DATE

**THE CITY OF CAMBRIDGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER M/F/D/V. VOLUNTARY INFORMATION AS TO MINORITY STATUS, GENDER, VETERAN STATUS, DISABILITY, AND INCOME IS WELCOME)**

**CITY OF CAMBRIDGE RESIDENTS ARE ESPECIALLY ENCOURAGED TO APPLY**



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Davis, Duchay, Galluccio, Russell  
Consent Order #30 Sullivan, Torney  
Reerls

Vice Mayor Born re: Idling school  
buses regularly cause a great deal  
of air pollution in Cambridge which  
can potentially affect the health  
of children at schools.

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CM-124

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In City Council March 3, 1997

**ORDER ADOPTED**