



Town of Needham Massachusetts

Town of Needham	Director of Administration & Finance/Public Services	
Department of Public Works	Grade: K-24	Status: Full-Time, Exempt

Overview

Under the direction of the Director of Public Works perform varied and highly responsible activities supervising the administrative and business-related functions of the Department of Public Works within the context of Massachusetts procurement laws and Town policies and procedures. This position performs a range of administration and finance functions for all public works operations, and serves as a resource for other departments located at the Public Services Administration Building with respect to finance and procurement matters.

Duties

Analyze, manage and oversee the financial operations of the Department, including budget development, presentation, monitoring and transfers, accounts payable and payroll processing, and financial record keeping and reporting; serve as liaison with the Finance Department; and oversee the development, submission, and administration of the Department's operating and capital budgets.

Monitor all financial aspects of Departmental operations including coordinating the planning and development of operating and capital budgets, analyzing spending trends on key operational accounts, predicting anticipated expenditures, identifying potential budget variances, and developing contingency plans as needed. Develop financial presentations and attend committee meetings as needed, and manage the Department's financing process for grants, state aid and other reimbursement instruments.

Working with the Finance Department/Chief Procurement Officers, oversee c. 30B, c. 30 39M and c. 149 procurement processes, including the issuance of Invitations for Bid, Requests for Quotation, and similar documents, coordinate the selection and award process, and oversee recordkeeping associated with the receipt of proposals, bids, quotations, questions from potential vendors, and awarding of the contracts.

Ensure Departmental compliance with procurement law, and serve as a resource to DPW and other departments by providing information relative to updates on state contracts and revisions to the Town's purchasing/procurement policies; and answer questions from employees, bidders and the general public regarding the procurement process and status of specific bidding projects.

Direct all activities associated with human resource management for the Department of Public Works including: recruitment, screening and hiring of new staff, and serving as liaison with the Human Resources Department relative to worker's compensation, FMLA and other personnel issues; serve as the DPW contact for random drug and alcohol testing; oversee the summer hiring program; coordinate the Department's performance evaluation process, and serve as the Public Works coordinator for training.

Supervise administrative office staff and coordinate provision of comprehensive administrative services for the Department of Public Works, including customer service operations, office administrative and bookkeeping functions, payroll, purchasing and support for assigned special projects; oversee the weekly payroll, accounts payable and cash receipt functions, recommending changes and enhancements to increase efficiency; interview candidates for vacant positions and recommend selection, discipline and changes in status and compensation to the Director; train and orient new personnel; prepare and maintain work and vacation schedules; and plan, assign and schedule work assignments for administrative employees.

In cooperation with the Finance Department, supervise the timely and accurate processing of property damage, motor vehicle accident and personal injury claims, and provide assistance to the Insurance Carrier in liability determinations.

Oversee the management and administration of water and sewer billing for residential and commercial accounts, including accurate and timely distribution of invoices, periodic audit of accounts, and implementation of technical tools to aid residents with their water usage; and provide customer service to the public in response to various questions and/or concerns regarding utility billing.

Prepare and edit reports for internal and external distribution; compile data and prepare various recurring and special reports for regulatory agencies; coordinate the development of the Department's Annual Report; and identify and initiate grant proposals, preparing applications, and administering related funds for departmental grants.

Oversee operational audits of various Public Works functions and when appropriate modify procedures to enhance the efficiency and effectiveness of Department operations; oversee the Department's record retention program in accordance with State requirements; and perform other related duties as required.

The essential functions or duties listed are intended as illustrations of various types of work to be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, and logically related to the position. The position functions as a part of the overall municipal team to ensure effective and efficient municipal operations.

Basic Knowledge

Position requires extensive knowledge of municipal government administrative services and bidding procedures, state and federal laws and regulations particularly as they relate to public finance and procurement, demonstrated technology proficiency, strong communication and organizational skills and/or general knowledge equivalent to four years of college and one to two years of graduate study. Position requires Knowledge of the principles and practices of municipal finance as well as the relationship between funding sources, fiscal policies, and short and long-term financing instruments. The incumbent must have a working knowledge of utility billing operations, policies, and procedures as well as financial budget management and office functions; understanding of technology including the application of office software and social media in support of Department operations. The Director must be able to analyze and interpret financial data and to present findings clearly in written and oral form.

Required Credential

Certification as a Massachusetts Certified Public Purchasing Official within six months of hire.

Experience

Duties require five to seven years of related experience in municipal finance or related field, including supervisory responsibility.

Independent Action

The Director performs varied and highly responsible duties requiring a high level of initiative and independent judgment in the planning, administration and execution of the department's financial and human resources services. The Incumbent establishes personal standards of work performance within a broad framework of policy and objectives as set forth by the Director of Public Works.

Supervisory Responsibility

The incumbent supervises eight to ten professional and administrative support staff.

Physical and Environmental Standards

- Normal office environment, not subject to extremes in temperatures, noise, odors etc.
- Regular interruptions to assist citizens.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.
- Some travel by personal automobile within the Town.

Other Requirements

- Position requires possession of a valid State-issued driver's license.

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 the requirement of the job change.