



Job Title	Director of Public Works Administration
Department	Public Works
Employment Status	Full-Time
Exempt/Nonexempt Status	Exempt

Scope of Work

The Director of Public Works Administration is responsible for managing all financial, administrative, customer services, and technology related systems within the Department of Public Works (DPW).

Supervision

Received	Director of Public Works
Exercised	All personnel within the admin division.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Manages and oversees all DPW financial operations, including operating and capital budget development, presentation, monitoring, transfers, accounts payable, payroll processing, financial recordkeeping, and associated reporting; liaises with the Town’s Finance Department and submits DPW operating and capital budgets; conducts financial forecasting, monitors expenditures, and analyzes and identifies trends.
- Oversees and manages the departmental procurement process in conjunction with the Town’s Procurement Office and relevant finance personnel, ensuring compliance; issues invitations for bids, requests for qualifications, requests for quotes, etc.; coordinates selection and awards process; oversees recordkeeping and associated receipts of proposals, bids, quotations, vendor communications, contract awards, and change orders.
- Manages DPW human resources activities, including recruitment, screening, and hiring; liaises with the Human Resources Department regarding workers compensation, FMLA, and other personnel issues; serves as DPW contact for random drug and alcohol testing for personnel; coordinates performance evaluation processes; assists with collective bargaining agreements and compliance; functions as departmental training coordinator.
- Supervises personnel within the Administrative division and coordinates the provision of related comprehensive services for the DPW, including customer service operations, administrative and financial management functions, payroll, accounts payable, cash receipt, and the management of event rentals.

- Manages technology administration functions within the department, including administering the work order system, the 311 constituent services program, the departmental website, billings and collections software, project management software, social media, etc.
- Supervises the timely and accurate processing of property damage, motor vehicle accidents, and personal injury claims, providing assistance to insurers in liability determinations.
- Oversees the management and administration of water and wastewater billing for residential and commercial accounts; develops financial presentations and attends public meetings, as necessary; manages departmental financing process for grants, state aid, and other reimbursements, including researching, preparing, applying for, and monitoring grants.
- Prepares and edits reports for internal and external distribution; compiles data and prepares various recurring and special reports for regulatory agencies; coordinates the development of the department's section of the Annual Report; conducts other comparable and operational analyses.
- May serve as a liaison for various relevant boards and committees, as assigned.
- Participates in continuing education to maintain and enhance knowledge of best practices in public works administration through peer association and attendance at seminars, meetings, etc.
- Operates in the Snow and Ice program to ensure administrative support is available during all events and coordinates communications to residents and other key stakeholders. Functions as "Finance" in all Incident Command Events in which DPW is the lead.
- This position may also include the assignment of special projects as appropriate.
- Performs other related job 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.

Education and Experience

Any equivalent combination of the below-listed education, training, certification, and experience, is qualifying:

- Bachelor's degree
- 4 to 6 years of related experience in municipal finance or related field, including supervisory responsibility
- Valid driver's license.

Beneficial

- Massachusetts Certified Public Purchasing Official (MCPPO) or must be obtained within 1 year of hire.
- Masters degree in related field

Knowledge, Ability, and Skill

In addition to appropriate education and experience, the individual should also have the following knowledge, abilities, and skills:

Knowledge of	<ul style="list-style-type: none"> • Fundamentals of municipal finance related to billing, accounts receivable, accounts payable, bidding, and budgeting. • Principles and practices of municipal finance as well as the relationship between funding sources, fiscal policies, and short and long-term financing instruments. • Fundamentals of collective bargaining and personnel administration. • Financial budget management and office functions.
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	<ul style="list-style-type: none"> • General knowledge of construction concepts. • Department policies and procedures. • Local, State, and Federal laws and regulations particularly as they relate to public finance and procurement. • The use of standard office equipment, including computers and relevant software programs.
Ability to	<ul style="list-style-type: none"> • Perform 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. • Supervise and motivate a dynamic staff that provides a broad spectrum of services. • Oversee functional services for managers with no formal supervisory authority. • Research and understand laws, procedures, and policy and apply them to real life situations. • Analyze and interpret financial data and present findings clearly in written and oral form. • Work independently and prioritize work. • Prepare complex correspondence, presentation, and reports. • Deal with sensitive information and maintain confidentiality. • Communicate effectively in all modalities. • Establish and maintain effective working relationships with elected officials, supervisors, coworkers, contractors, vendors, and the general public.
Skill in	<ul style="list-style-type: none"> • Budget development and oversight. • Problem solving, general mathematics, and writing. • Synthesize highly technical information in a way that the general public and staff can understand. • Strategic thinking and decision making. • Oral and written communications. • Public relations. • Organizing complex information. • Technology, including the application of office software and social media in support of Department operations.

Physical and Environmental Working Conditions

The physical and environmental demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs administrative work in an office environment; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus
- Work outside of the office may involve exposure to conditions such as uneven terrain, confined spaces, heights, hot or cold temperature extremes, dirt, grease, fumes, intense odors, unkept residences, and loud noises.

- Sits or stands, with intermittent periods of stooping and walking. May be required to move objects such as files, boxes of paper, office supplies, and office equipment.
- Applies motor skills to move objects, file and sort documents, and use office equipment such as telephones and computers.
- Routinely reads documents for general understanding and analytical purposes, including handwriting, maps, blueprints, and forms; inspects surroundings and fine details to assess conditions of materials, equipment, landscapes, and buildings; reviews detailed information displayed on a computer screen.
- Must occasionally lift and/or move up to and including 20 pounds.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer