



**TOWN OF FRAMINGHAM
MASSACHUSETTS**

**RFP#15-131
June 5, 2015**

**NOTICE OF VACANCY
June 5, 2015**

POSITION: Director of Administration and Finance

DEPARTMENT: Public Works

SALARY: M-9 \$79,483.00

HOURS: Monday – Friday 8:30 am – 5:00 pm

Statement of Duties: Employee performs a range of fiscal functions associated with the financial performance of the Department including water and wastewater utility billings, budget development and performance monitoring as well as measuring financial controls within the Department. Employee coordinates human resource and administrative functions for the department. Employee is required to perform all similar or related duties.

Supervision Required: Employee works under the general direction of the Assistant Director, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility: Employee is responsible for the direct supervision of six (6) full-time employees assisting them in the completion of their assigned work. Employee also performs non-supervisory work that is of the same kind and level as is done by the employee(s) being supervised. The employee is responsible for recommending any disciplinary action and is involved in the hiring process. Employees supervised work at the same location and the same work shift. Work operations are subject to substantial seasonal or cyclical fluctuations that can be reasonably planned in advance.

Confidentiality: In accordance with the State Public Records law, the employee has access to confidential information of the department such as department records records, law suits, client or department records, and official employee personnel files.

Accountability: Consequences of errors or poor judgment may include missed deadlines, monetary loss, jeopardize programs, and adverse public relations.

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies,

practices, and precedents, which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Work Environment: Employee performs work in an office setting subject to frequent interruptions.

Nature and Purpose of Relationships: Employee has constant interaction with co-workers, the public, groups, and/or individuals such as civic leaders, peers from other municipalities, representatives of professional groups and the news media. The employee serves as a recognized authority of the municipality in matters of considerable importance, including departmental practices, procedures, regulations, or guidelines. Employee is required to discuss controversial matters where tact is required to avoid friction and to obtain cooperation.

Occupational Risk: Risk exposure is similar to that found in an office setting.

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.

1. Under general guidance monitors financial aspects of the Department's operations including participating in the planning and development of operating and capital budgets, analyzing spending trends on key operational accounts, predicting anticipated expenditures, identification of potential budget variances and development of contingency plans as needed.
2. Direct all activities associated with the human resource management of the 160+ members of the Department of Public Works including: recruitment, screening and hiring of new staff, serves as liaison between HR and DPW departments for workman's compensation, FMLA and other specific personnel issues, serve as the DPW contact for random drug & alcohol testing, manages the summer hiring program, manages the employee performance evaluation process, maintains job descriptions for department positions, participates in collective bargaining process and serve as the Public Works coordinator for training.
3. Oversees the management and administration of water and wastewater 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 (e.g. leak detection).
4. Oversight of the weekly payroll, accounts payable and cash receipt functions, recommending changes and enhancements to increase efficiency.

5. Provides customer service to the public in response to various questions and/or concerns regarding utility billing.
6. Proposes policy recommendations in support of enhanced recruitment and retention of staff.
7. Develops financial presentations and attends committee meetings as needed.
8. Analyzes water and wastewater revenue, collaborating with the Chief Financial Officer and others regarding revenue policy and enterprise financial forecasts.
9. Produces required financial documentation to comply with terms of Intermunicipal Agreements.
10. Supervises the timely and accurate processing of property damage, motor vehicle accident and personal injury claims related to Public Works. Provides assistance to the Insurance Carrier in liability determinations. Analyzes and reviews Department spending requests to ensure conformance with the department's and town's fiscal policies.
11. Manages the Department's financing process for grants, state aid and other reimbursement instruments.
12. Oversees operational audits of various Public Works functions and when appropriate modify procedures to enhance efficiency and effectiveness of Department operations. Oversees the Department's record retention program in accordance with State requirements.

Recommended Minimum Qualifications:

Education and Experience: Must have a minimum of a Bachelor's Degree in Public or Business Administration or a related field; minimum of five to seven (5-7) year's financial experience with budget development and an understanding of municipal finance, or an equivalent combination of education and experience.

Special Requirements: None required.

Knowledge, Abilities and Skill

Knowledge: 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. Working knowledge of utility billing operations, policies, and procedures as well as financial budget management and office functions. Knowledge of technology including the application of office software (word processing, database management, database management, crystal reporting, and spreadsheet applications) as well as the use of the internet in support of department operations. Thorough understanding of the State's procurement law.

Abilities: Perform multiple tasks, pay attention to detail and perform work with accuracy, work independently and be self-motivated. Ability to deal effectively with disgruntled members of the public. Ability to conduct independent research and to analyze information in support of short and long-term financial planning for the Department.

Skills: Effective customer service skills; proficient written and oral communication skills.

Physical and Mental Requirements

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

Physical Skills: Little or no physical demands are required to perform the essential functions of the position. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, reaching with hands or arms to retrieve materials, and standing. .

Motor Skills: Position requires the application of hand and eye coordination with finger dexterity and motor coordination including but not limited to operating a personal computer.

Visual Skills: Position requires the employee to constantly read documents and reports for understanding and analytical purposes.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.