



**TOWN OF FRAMINGHAM
MASSACHUSETTS**

**RFP#16-67
February 4, 2016**

**NOTICE OF VACANCY
February 4, 2016**

POSITION: Senior Analyst

DEPARTMENT: Public Works

SALARY: \$56,135 – \$67,106

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

Job Purpose:

Under general direction of the Administration & Finance Director, performs detailed statistical analysis, review and processing for the financial and administrative operations of the department. This position requires strong technical analytical, and problem solving skills, as well as the ability to work independently.

Major Responsibilities:

Assists the Administration & Finance Director in all administrative and fiscal operations of the DPW.

Assists the Senior Management Team in the preparation of the annual DPW Operating, Enterprise, and Capital budgets. Assists in development of a detailed and comprehensive program budget for all DPW divisions.

Formulates and distributes financial reports outlining the status of all DPW Operating, Enterprise, Capital, state, and grant budgets. Analyzes spending trends on key budget accounts and forecasts anticipated expenditures. Proposes recommendations and/or generates budget transfers and reclassifications where appropriate.

Reviews weekly DPW payroll submission in a timely manner to meet payroll deadlines. Investigates and resolves discrepancies. Calculates retroactive payments resulting from contract settlements, performance evaluations, etc.

Performs cost-benefit analysis and statistical analysis for reports, planning and evaluation of services throughout the various DPW divisions, and recommends modifications where necessary.

Performs detailed analysis on all DPW revenue, and prepares periodic trend and forecast reports for the Senior Management Team. Reconciles daily cash receipts to activity report. Prepares deposits for town Treasury Department.

Serves as a backup resource to review and/or process accounts payable transactions.

Assists in the establishment of administrative controls to record activities, attendance, overtime, and projected salary expenditures.

Participates in the development of grant proposals. Works with and coordinates with DPW staff, state and federal agencies, and the Town Accounting and Treasury Departments to prepare, submit, and ensure payment receipt for reimbursement applications for Mass DOT funded projects, grant projects, FEMA reimbursements, etc.

Analyzes the various forms, applications, and processes utilized throughout DPW and prepares modifications and improvements to ensure quality and efficiency of DPW administrative functions.

Exercises sound judgment and considerable independent discretion in solving problems and accomplishing department and town-wide goals and objectives.

Oversees, administers, and organizes confidential department material.

Facilitates the timely and accurate processing of property damage, motor vehicle accident, and personal injury claims related to DPW. Provides assistance to the Town insurance carrier in liability determinations.

May provide occasional office assistance for water and sewer billing functions, and for sanitation pickup request functions.

Required at times to attend department-related meetings held after regular business hours.

Performs other duties as requested.

Job Qualifications:

This position requires a minimum of a bachelor's degree in Public or Business Administration or related field, or theoretical knowledge normally learned through this level of education. A minimum of five years of previous job related experience is also required. Strong demonstrated working knowledge of the principles and practices of financial accounting and analysis is required. Prior municipal government experience and knowledge is strongly desired. Excellent verbal and written communication skills are required, as well as the ability to solve problems independently. The capability to exercise tact, diplomacy, and maintain confidentiality is essential. Proficient with computers and in Microsoft Office is required. Knowledge of MUNIS and Kronos software (or related applications) is desired.

Physical Requirements:

Employee must be capable of operating miscellaneous tools and office equipment relative to this position which shall include, but may not be limited to: computers, copiers, fax machines, and calculators. Time spent standing, walking, and sitting. Lifting, pushing/pulling, or carrying of objects weighing up to 25 pounds with occasionally a maximum of 40 pounds. Climbing, stooping, kneeling, crouching, crawling, twisting, and bending and repetitive movements of the hands. Communicate effectively with others, orally and in writing.

Please visit our website:

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

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