



Position Vacancy

RFP #26-012-01

Position: Director of Administration and Finance
Department: Public Works
Salary Range: Full Range: \$99,000 - \$138,600
Anticipated Hiring Range: \$99,000 - \$120,000
Schedule: Monday – Friday 8:00 a.m. to 4:30 p.m.



The City of Framingham is currently a 100% onsite work environment.

- Position will remain open until filled.
- The Department of Public Works is located at 110 Western Avenue.
- The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.
- The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham.
- The City of Framingham is an Affirmative Action Equal Opportunity Employer.

Position Purpose:

This pivotal role drives the financial and operational success of the Public Works by overseeing a wide range of fiscal responsibilities—including water and wastewater utility billing, budget development, performance tracking, and the implementation of strong financial controls. In addition to managing the Department's financial health, this position provides leadership and coordination for all human resources and administrative functions, ensuring seamless departmental operations. The employee is also expected to perform related duties as required.

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. Monitors all financial aspects of Departmental operations including participating in 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.
2. Directs 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. Maintains 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/retention of staff.
7. Develops financial presentations and attends committee meetings as needed.
8. Analyzes water and wastewater revenue, collaborates with the Chief Financial Officer and others regarding revenue policy and enterprise financial forecasts.
9. Produces required financial documentation to comply with terms of Inter-municipal 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 City'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 modifies procedures to enhance efficiency and effectiveness of Department operations. Oversees the Department's record retention program in accordance with State requirements.
13. Performs similar or related work as required, directed or as situation dictates.

Qualifications:

- Bachelor's Degree in Public or Business Administration or a related field;
- minimum of five (5) year's financial experience with budget development and a solid understanding of municipal finance
- experience managing, motivating and supporting staff
- 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
 - utility billing operations, policies, and procedures as well as financial budget management and office functions.
 - 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
 - The State's procurement law
- Ability to:
 - foster a positive working environment
 - provide regular constructive feedback to staff
 - analyze and interpret financial data and present findings clearly in written and oral form
 - maintain effective working relationships with city officials, departments, boards/committees, governmental representatives, and the public
 - communicate effectively in written and oral form
 - plan work to meet deadlines
 - perform a high volume of tasks while maintaining attention to detail and accuracy
 - work independently and be self-motivated
 - deal effectively with disgruntled members of the public
 - conduct independent research and to analyze information in support of short and long-term financial planning for the Department
- Needed skills:
 - Leadership
 - Budgeting, forecasting, revenue analysis, grants, and audits
 - Performance evaluation and constructive feedback
 - Developing operational policies, managing risk and ensuring legal/regulatory adherence
 - Data analysis, records management, and reporting systems
 - Presenting financial information, and facilitating meetings.

An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job may be accepted.

Physical Demands:

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.

Regularly required to move about the office and travel independently to other work locations. Operate objects, tools, computer, phone and other office machines. Pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must be able to communicate in writing and verbally.

Supervision Scope:

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 programs and services, and in the direction of personnel.

Supervision Received:

Work is performed under the general direction of the Director of Public Works. Works closely and collaboratively with the City's Finance Department, including the CFO and Assistant CFO.

Supervision Given:

Supervises full time employees.

Work Environment:

- Work is performed under typical office conditions; the noise level is moderate.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Makes frequent contact with City departments, and vendors. Methods of communication are in person, by telephone, email, and via standard reports.
- Has access to a wide variety of department-related confidential records and information.
- Errors could result in significant delay and loss of department services, and have financial and/or legal repercussions.
