

**City of Lowell**  
**Job Description**  
**Please Post: July 2,2015**  
**Deadline: July 16, 2015**  
**Deputy Director- Administration & Finance**  
**Department of Public Works**

**Job Title:** Deputy Director- Administration & Finance (1100-DH03)  
**Department:** Department of Public Works  
**Reports To:** DPW Commissioner  
**FLSA Status:** Exempt  
**Union:** Non-Union/Ordinance  
**Salary:** \$74,155.12 (min) to \$87,071.40 (max) per City Ordinance; 35 hour work week

**SUMMARY**

Under the direction of the DPW Commissioner, responsible for the direction, coordination, development and administration of all department financial and administrative activities directly or through subordinate supervision. Responsible for budget oversight, cash flow, grant monitoring, payroll, accounts payable, accounts receivable, purchasing, contract maintenance, financial reporting, fixed asset, customer service and similar activities or functions; interfaces with City departments and outside agencies and develops, implements and monitors departmental policies, procedures and goals, and program development.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- May act on behalf of the DPW Commissioner in his/her absence or as delegated
- Responsible for supervision, direction and coordination of all financial and administrative service functions of DPW
- Manage the preparation of the annual department operating and capital budgets and enterprise funds; present budget recommendations and justifications; review and analyze performance against budget and develop appropriate procedures for control of revenues and expenditures
- Reviews and analyzes departmental budget requests, previous expenditures, proposed work programs
- Coordinate, manage, and administer all accounts receivable, accounts payable, and budgeting and payroll functions
- Manage financial records, contracts, invoices, purchase orders, and employee payroll records
- Provide financial analyses and operational reports of divisional functions and activities of ongoing projects including financial reporting for payroll, overtime, snow costs, and other programs to ensure proper funding allocation and use
- Monitor, report, and audit revenue received at DPW. Act as department liaison for all federal, state, and City audits.
- Provide continuous financial information and updates to DPW Commissioner
- Maintain fiscal control of departmental and divisional budgets
- Oversee the specification and procurement of department supplies, materials and equipment
- Supervises division managers and assigned personnel
- Ensures smooth day-to-day operations within divisions, directly or indirectly through subordinate supervision
- Confers with division heads and supervisors on various public works projects and activities

- Responsible for development and updating of the department's policy and procedures manual
- Coordinates communication planning; media statements, press releases, interdepartmental correspondence and public relations duties for the department
- Implements and monitors the department's safety and training programs
- Researches and coordinates all managerial and staff professional development
- Establishes administrative and operational controls to record and monitor departmental activities (ie. attendance, overtime, etc)
- Oversee service section responsible for providing all centralized reception activities including customer service, work requests and complaint services
- Attend and participate in staff, department or other meetings, conference, or committees in order to maintain contacts to keep abreast of development in field or areas of expertise
- Direct, instruct, assist, check and train subordinates, directly or indirectly through subordinate supervision, as to schedules, methods and procedures, standards of performance, department or government rules, regulations, policies, activities or other matters affecting their work; maintain discipline and harmonious personnel relations
- Performs related work as required

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises employees engaged in clerical support in the DPW. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree with major course work in engineering, construction management, business or public administration. Graduate from an accredited four year college or university with major course work in Engineering, Construction Management, Business or Public Administration with a concentration in Finance or Accounting. A Master's degree in these areas is preferred.

Minimum of five years of progressively responsible experience as a manager with specific experience in finance and/or public works, municipal budgets, personnel management and operational procedures; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Proficient working knowledge and familiarity with MUNIS, Microsoft Word, Excel, PowerPoint and Outlook preferred.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Strong interpersonal skills; ability to communicate effectively both verbally and writing.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**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 essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate.

*Interested, qualified individuals send application to the Human Relations Office, Room 19 City Hall, Lowell, MA 01852 by: Deadline July 16,2015 at 4:00p.m.*

**EOE/AA/504 Employer**