

City of Lowell
Job Description
Please Post: July 2, 2015
Deadline: July 16, 2015
Deputy Director- Finance
Health and Human Services Department

Job Title: Deputy Director- Finance (1100-DH04)
Department: Health and Human Services
Reports To: Health and Human Services Director
FLSA Status: Exempt
Union: Non-Union/Ordinance
Salary: \$63,007.36 (min) to \$73,954.92 (max) per City Ordinance; 35 hour work week.

SUMMARY

Responsible for the day to day administration of the financial services including business management, grant management, budget, payroll, accounts payable and general services. Coordinates activities of clerical personnel in the Health and Human Services Department by performing duties personally or through subordinate clerical staff; plans, organizes, directs, and controls the daily schedule of clerical employees and duties

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under direction from the Health and Human Services Director, coordinates office and staff functions.

Evaluates office production, revises procedures, and devises new forms to improve efficiency and work flow.

Analyzes and organizes office operations and procedures such as typing, bookkeeping, preparation of payrolls, flow of correspondence, filing, requisition of supplies and other clerical services.

Supervises clerical personnel in routine administrative duties.

Prepares project status reports when necessary.

Oversees clerks involved in customer service, complaint intake, permitting, filing, preparation of notices, clinic scheduling, typing and other clerical services.

Assists in budget preparation, monitors budget expenditures, and advises Director on budget matters.

Keeps personnel records and posts appropriate changes to them.

Formulates procedures for systematic retention, protection, retrieval, transfer, and disposal of records.

Makes recommendations to the Director of appropriate disciplinary action for subordinates.

Answers more difficult inquiries from the public.

Bears overall responsibility for the efficient operation of the office.

Assists with screening, interviewing, and training employees.

Works with division heads regarding clerical workflow.

Promotes smooth operation of all divisions within the Health and Human Services Department.

Assists Director with executive correspondence, projects, and other work as assigned.
Performs clerical and other related duties as required.

SUPERVISORY RESPONSIBILITIES

Directly supervises employees engaged in clerical support. 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

Four years directly related office management experience. Associates degree or certificate from a recognized college in Office Management, Business Administration or other related degree desired; or equivalent combination of education and experience.

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.

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 4:00 p.m.

EOE/AA/504 Employer