



CITY OF WATERTOWN
PERSONNEL DEPARTMENT
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THU NGUYEN
Temporary Personnel Director

Posting Date: May 17, 2023
Posting #23-05-06

POSITION VACANCY ANNOUNCEMENT

DIRECTOR OF ADMINISTRATION AND FINANCE

DEPARTMENT OF PUBLIC WORKS

The City of Watertown (population 32,986) seeks a highly qualified, skilled manager to fill the position of Director of Administration and Finance. Under the general supervision of the Superintendent of Public Works, the incumbent will oversee and coordinate all finance and administrative functions of the department, including a General Fund Budget of approximately 10 Million, Water and Sewer Enterprise Fund Budgets of approximately 20 Million and various Capital Improvement Program Projects.

The Director of Administration and Finance will support the Superintendent of Public Works in the following areas: budget preparation and management; billing and cash management; personnel matters; risk management; performance evaluation; procurement; information technology; and records management. Will act as liaison to other departments and committees; and may serve as Acting Superintendent of Public Works when the Superintendent is not available.

Required Minimum Qualifications

Bachelor's Degree in management, business, finance, accounting or related field or equivalent. five years of relevant professional experience including budgetary, finance and personnel management. Demonstrated oral and written communication skills; excellent interpersonal skills. Experience in a municipal public works environment is preferred but not mandatory. A valid Massachusetts driver's license required.

SALARY RANGE: Commensurate with experience

TO APPLY: Candidates submit a City of Watertown application form is available at <https://watertown-ma.gov/253/City-Employment-Opportunities> . An application with cover letter and resume is accepted by email: recruiting@watertown-ma.gov, fax: 1-617-923-8195.

DEADLINE: Open Until Filled.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER