



**CITY OF WATERTOWN**  
HUMAN RESOURCES DEPARTMENT  
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THU NGUYEN  
Temporary Human Resources Director

June 7, 2023  
Posting #23-06-02

## POSITION VACANCY ANNOUNCEMENT

### ASSISTANT DIRECTOR OF ADMINISTRATION & FINANCE      DEPARTMENT OF PUBLIC WORKS

The City of Watertown is seeking a highly motivated and skilled finance professional to fill the role of Assistant Director of Administration and Finance position. Under the direction of the Director of Administration and Finance, this position is responsible for the oversight of the DPW- Water/Sewer Division's budget, revenue, rates, and their services.

The Assistant Director of Administration and Finance supports the Department of Public works in the following areas: Plans coordinates, implements, promotes, and oversees assigned programs/ projects; oversees and participates in the development and implementation of program/ project goals; assists with capital planning; generates reports as needed for the division; oversees utility funds and grants within the division; prepares, reviews, and verify utility rates and projections; acts as the point of contact for customer requests; prepares annual/water sewer budget and tracks expenditures; assists personnel with service and equipment procurement; manages computer software issues; coordinates meter reading; attends committees as needed; coordinates grant activities; works on special projects as needed.

**Required Qualifications:** Bachelor's degree from an accredited four-year college or university in business administration, public administration, finances, or related field. Experience in financial management, accounts payable. Financial reporting and analysis, customer service, or an equivalent combination of education training and experience.

**Salary Range Begins:** \$83,360.00- \$99,667.00/Annually. Commensurate with experience.

**To Apply:** Candidates should submit a City of Watertown application form 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.

**Application deadline:** Open until filled.

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**