



HUMAN RESOURCES

William J. Lee Memorial Town Hall

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JOB POSTING

Job Title: S-11 Office Supervisor
Status: Full time, 35 hours, exempt
Department: Public Works
Posting Date: April 9, 2019
Closing Date: May 3, 2019
View Posting: www.wakefield.ma.us/human-resources/pages/job-opportunities
Apply Online: www.wakefield.ma.us/human-resources/webforms/job-application

The Wakefield Department of Public Works currently has an opening for a Contract Administrator/Financial-Office Supervisor. This position reports to the Assistant Director of Public Works and is a key member of the Department. The position supports the following functions within the department:

Essential Functions

- Preparation of annual and project contracts for all DPW divisions and other Departments as needed
- Prepares grant applications
- Implements administrative goals, policies and functions
- Oversees office administrative activities (i.e. administrative cemetery functions, payroll, time and attendance records, accounts payable, accounts receivable, water & sewer billing, customer service operations, parking station revenue collection, refuse & recycling revenue, financial reporting, works on various projects as directed by the Director of Public Works or their designee.
- Assist with annual operating and capital budget and warrant article preparation
- Oversees office scheduling
- Monitors and audits accounts for all public works divisions
- Trains and instructs administrative staff
- Supervisors a staff of four (4) office staff

Minimum Preferred Qualifications

- Bachelor's Degree in Business Administration and five (5) years of experience, including two (2) years as a supervisor or manager, preferably in a governmental agency
- Massachusetts Certified Public Purchasing Official Certification (MCPPO) or the ability to obtain within one year of hire
- Knowledge of accounting principles and practices related to revenue collection and utility billing
- Knowledge of Massachusetts procurement laws
- Computer proficiency with the use of Microsoft Office suite, including PowerPoint and database applications and ability to learn complex software such as: Munis, Novatime and other internal systems
- A valid Massachusetts driver's license

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On the web: www.wakefield.ma.us then [Departments](#) then [Human Resources](#)