



TOWN OF WATERTOWN

PERSONNEL DEPARTMENT

Administration Building, 149 Main Street

Watertown, Massachusetts 02472-4410

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GAYLE M. SHATTUCK
Personnel Director

August 18, 2020
Posting #21-08-01

VACANCY ANNOUNCEMENT

DIRECTOR OF ADMINISTRATION AND FINANCE

Department of Public Works

The Town of Watertown (population 32,000) 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 \$10.7 Million, Water and Sewer Enterprise Fund Budgets of \$19.1 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: \$90,804 – \$111,848 plus excellent benefits

TO APPLY: Town of Watertown application form is available at www.watertown-ma.gov in the document center/personnel tab or at the Personnel Department. An application form with resume and cover letter is accepted by email: personnel@watertown-ma.gov; fax 1-617-923-8195 or at the Personnel Department, 149 Main Street, Watertown, MA 02472.

BY: Review of resumes to begin September 9, 2020

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER