

POSITION DESCRIPTION**K-28****Town of Needham Assistant Town Manager/Director of Finance****10/2016**

Under the general direction of the Town Manager, the Assistant Town Manager/Director of Finance serves as a member of the senior management team consisting of the Town Manager, Assistant Town Manager/Director of Finance, and Assistant Town Manager/Director of Operations. The incumbent is responsible for providing administrative direction and control of the Finance Department, which consists of the Accounting, Assessing, Treasurer/Tax Collecting, Information Technology Center, and Parking Clerk divisions. The Assistant Town Manager/Director of Finance may act in the absence of the Town Manager, and participates in a variety of projects with Town-wide scope. The Assistant Town Manager/Director of Finance participates as a member of the Town's negotiating team for the purposes of collective bargaining.

Duties:

The essential functions or duties listed are intended as illustrations of various types of work that is preformed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The position functions as a part of the senior municipal team to ensure effective and efficient municipal operations.

The Assistant Town Manager/Director of Finance is responsible for both long and short range financial planning, assisting the Town Manager in preparing the five (5) year Capital Improvement Plan, developing revenue projections for budget planning, and recommending plans for administrative systems and internal financial controls throughout the Town.

The Assistant Town Manager/Director of Finance establishes objectives with division managers and determines the appropriate standards of performance, assesses division managers' performance, and ensures that departments are meeting operational objectives. Through division managers, the Assistant Town Manager/Director of Finance provides for the selection, appointment, training, assignment, and scheduling of personnel, and reviews personnel actions and recommendations of division managers.

The Assistant Town Manager/Director of Finance develops and recommends to the Town Manager policies regarding Town-wide administration, establishes procedures to implement policies, and keeps the Town Manager informed regarding the efficacy of the operating policies and procedures of various Town departments.

The Assistant Town Manager/Director of Finance is responsible for coordinating all Town department budgets, developing and implementing a schedule that meets the budget deadline dates as outlined in the Town's Charter and By-Laws, and is responsible with the Town Manager to prepare the recommended balanced budget.

In conjunction with the Treasurer, the Assistant Town Manager/Director of Finance prepares the Town's debt management plan, including recommendations for bonding, short-term borrowing and self-funding.

The Assistant Town Manager/Director of Finance develops and maintains risk management programs for property and casualty exposure areas, identifies potential hazards; explains the provisions of the insuring agreements to department managers in order to avoid municipal liability,

evaluates the causes and claims of risks and works with appropriate department head to minimize the Town's exposure, coordinates the processing of all insurance claims, ensures compliance with provisions of each insurance policy to prevent lapses in coverage, and determines the appropriate coverage levels required.

The Assistant Town Manager/Director of Finance serves as the Town's Chief Procurement Officer under M.G.L. 30B; guides and assists all Town departments relative to competitive bidding under Chapter 30B, and other procurement related statutes; evaluates all options for financing and acquiring capital assets using appropriate statistical and qualitative techniques; and determines the most advantageous procurement strategies.

As a member of the Technology Advisory Board, the Assistant Town Manager/Director of Finance coordinates the acquisition of information technology equipment, and oversees the implementation of procedures by departments to ensure effective and efficient use of information systems.

The Assistant Town Manager/Director of Finance oversees the Town's audit, preparing the formal response to the audit and implementing approved recommendations. Assistant Town Manager/Director of Finance also plans and supervises operational audits of the activities of Town departments to evaluate the efficiency of resource utilization, and the effectiveness of the service delivery.

The Assistant Town Manager/Director of Finance integrates state and federal funding objectives with the Town's programmatic goals, advises and directs department managers on proper practices to ensure compliance with state and federal grant management regulations, attends Board of Selectmen, Finance Committee, and other committee meetings to furnish input relating to departmental matters as requested, attends meetings of professional and civic groups, serves on relevant boards and committees as assigned and performs other duties as required.

Basic Knowledge:

The position requires knowledge equivalent to a Master's Degree in business administration, public administration, finance, or a related field.

Experience:

The position requires 7 to 10 years of progressively responsible experience in government or related area, including management, supervision, information technology, workflow analysis and financial control experience.

Independent Action:

Under general direction, the Assistant Town Manager/Director of Finance establishes personal standards of performance within the broad framework of policies and objectives, reviewing major recommendations on fiscal policies with the Town Manager and the Board of Selectmen.

Supervisory Responsibility:

Through division managers or directly, supervises up to 22 FTE's.

Physical and Environmental Standards:

- Normal office environment, not subject to extremes in temperatures, noise, odors etc.
- Regular interruptions to assist citizens.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.
- Some travel by personal automobile to neighboring towns.
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