

City of Somerville, Massachusetts
Job Description

Position Title:	Director of Finance and Administration	Grade Level:	NU06
Department:	Transportation	Date:	12/26/19
Reports to:	Director of Transportation	FLSA Status:	Exempt

Statement of Duties

The **Director of Finance and Administration** provides financial oversight and management of all divisions and sources of funding for the Transportation Department. The employee prepares budgets, and oversees projects and contracts to ensure successful completion and full compliance with all laws and regulations. Presents financial information to citizens, non-profit agencies and various City boards, departments, agencies, and officials as may be necessary. Supervision is exercised over departmental fiscal personnel, if applicable. The Director of Finance and Administration will work with the Director of Finance and Administration at OSPCD for any projects using U.S. Department of Housing and Urban Development (HUD) funded Community Development Block Grant (CDBG) funds.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. 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.

- Directs, coordinates and supervises administrative, financial and service functions of office.
- Works with the Director of Transportation and the CFO/Auditor to establish 10 Year Capital Investment Plan for the City’s transportation system.
- Provides long and short range revenue forecasting.
- Reviews and approves all DOT expenditures on a weekly basis.
- Prepares and oversees execution of contracts and grant agreements.
- Manages accounting, billing, budgeting and payroll activities.
- Researches, investigates, and applies for all current grant and loan programs including those offered by Mass DOT and federal agencies.
- Performs cost/benefit and ‘make/buy’ analysis of proposed vendor contracts.
- Monitors departmental spending and makes recommendations for budget adjustments.
- Manages all contracts and contract renewals.
- Coordinates with Departmental personnel the development of contract specifications for procurement purposes.
- Establishes administrative and operational controls to record and monitor departmental activities (i.e., attendance, overtime, project costs).
- Participates in developing and implementing departmental policies and procedures.
- Responds to all requests for public information.
- Oversees and coordinate all personnel-related issues for DOT as required.
- Assists vendors with compliance in cross cutting regulations including Section 3, Davis Bacon, and Environmental review.
- Assures financial and programmatic compliance with the rules and regulations for any and all other grants and funds that are administered the Department and its subdivisions.

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Supervision Required

Under administrative direction, working from municipal policies and objectives; individual establishes short-range plans and objectives, own performance standards and assumes direct accountability for department results; and may act as an independently elected official over a department. Consults with supervisor only where clarification, interpretation, or exception to municipal policy may be required. The employee is responsible for the development and implementation of departmental policies, goals, objectives and budgets. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

Supervisory Responsibility

Employee is accountable for the direction and success of all department programs accomplished through others. The employee is responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The employee typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

Accountability

Duties include department level responsibility for technical processes, service delivery, and contribution to municipal wide plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have extensive financial and/or legal repercussions to the municipality.

Judgment

Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices.

Complexity

The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements.

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Nature and Purpose of Public Contact

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; or one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

Confidentiality

Has regular access at the departmental level to a wide variety of confidential information, including official personnel files, law suits, criminal records/investigations, client records, department records, and client conversations in accordance with the state public records law.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's Degree in business administration, finance, accounting, public administration, or related discipline and seven (7) years' experience in a finance related position; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Knowledge, Abilities and Skill

Knowledge: Detailed knowledge of accounting, budgeting, analysis (financial); working knowledge of MUNIS and Microsoft Office.

Ability: Ability to meet and deal with the public effectively and appropriately; ability to handle problems and emergencies effectively; ability to communicate clearly, both orally and in writing; ability to operate a computer; ability to maintain confidential information; ability to maintain, manage, and organize records; ability to deal appropriately with City employees, City officials and members of the general public.

Skill: Strong writing and presentation skills; strong supervisory skills. Analytical skills required. Proficient data processing skills, including spreadsheet applications such as Microsoft Excel. Experience with word processing, database management, and financial accounting software.

Work Environment

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

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Physical Skills

Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books; office equipment and computer paper (up to 30 lbs.)

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

Visual Skills

Visual demands include constantly reading documents for general understanding and for analytical purposes and routinely reviewing maps and blueprints with a need for color vision.