

## **NOTICE OF VACANCY**

**TITLE:** Business Manager – Water Registrar  
**DEPARTMENT:** Department of Public Services (DPS) and Engineering Department  
**POSITION STATUS:** Full-time, 35 hours per week, non-union position with benefits  
**REPORTS TO:** DPS Director/City Engineer or designee  
**SALARY:** \$73,000.00 - \$95,000.00; DOQ

### **SUMMARY**

Under the direction of the Director of Public Services or his/her designee and working closely with the DPS General Foreman and Engineers, coordinate, oversee and monitor the financial management systems, which include budgeting, planning, forecasting, purchasing, accounting, payroll, and financial reporting operations; supervise office staff and daily operations, and coordinate the development and implementation of comprehensive administrative services for the DPS and Engineering Department.

### **DUTIES**

Prepare annual budgets for both DPS (FY2020: \$5.3 million) and Engineering (FY2020: \$5.2 million) Departments. In addition, prepare capital planning documents, city council orders, and related financial analyses; develop information and operation reports and cost-accounting for all functions of each department. Assist DPS foreman and Engineering Department project managers in resolving budget and invoicing discrepancies.

Provide direct oversight of all accounting functions, including payables, and receivable and ensure timely and accurate reporting on expenditures for the Finance Department. Coordinate with the Finance Department and Procurement to develop and implement processes and procedures that minimize errors and optimize efficiencies.

Manage daily professional operations of utility billing processes on trash and water/sewer, including but not limited to: developing and understanding billing files; liaising with automated payment vendor and bill printing vendor to resolve any issues and ensure timing. Manage annual lien and dunning processes for solid waste and water/sewer accounts.

Assure that all purchases comply with MGL Chapters 30B, 7 and 149, and sound business practices; prepare, or assist with the preparation of, all bid specifications and requests for proposals for all equipment and services required by each Department. Review and approve all awarded contracts and monitor all purchase orders for compliance with the terms of contracts or bid specifications. Assure purchase orders for goods and services, equipment and materials are processed accurately and in a timely fashion.

Hire, train, supervise and motivate staff to achieve high performance levels. Plan, organize and supervise work schedules of subordinates. Ensure the efficient processing of all work assigned to the administrative, accounting and clerical staff. Analyze functional processes and recommend modifications to maximize accuracy, accountability and transparency of all financial data.

Implement and maintain excellent customer service standards. Monitor and oversee staff in their handling of public complaints regarding municipal services to the satisfaction of the internal and external customers. Oversee the daily operations of the department. Supervise the preparation of weekly payroll and ensure all personnel activities are documented and retained by the Human Resource Office. Assist the DPS Director with the management of the AFSCME contract. Provide direct oversight and direction to Solid Waste and Recycling collection and disposal contracts.

Support and recommend new technologies, where appropriate, and assist staff with the training and

implementation of new software including but not limited to: CMMS (Computerized Management Maintenance System) and MUNIS.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Municipal financial analysis skills, including budgeting, forecasting and cost accounting. Proficiency with MUNIS. Thorough knowledge of the principles and techniques of municipal office practices and procedures, including computerized information systems. Ability to work on multiple project assignments and meet established time tables. Ability to foster and promote relations with the staff, the public, vendors, the media and other City departments. Computer literate; able to design and generate spreadsheets, graphics and generate reports. Knowledge of M.G.L. Chapters 30B, 7, and 149. MCPPO (Massachusetts Certified Public Purchasing Officer) certification preferred. Working knowledge of general public works and engineering operations including construction techniques, construction materials and contracting services. Ability to analyze complex contractual agreements with outside vendors and contractors.

### **Education and Experience**

Duties require Bachelor's degree in accounting, finance or public administration; 5-7 years of progressively responsible related experience in a public works environment; or any equivalent combination of education and experience; a valid driver's license must be maintained.

### **SUPERVISORY RESPONSIBILITY**

Provides direction to up to 8 business office staff, including Assistant Water Registrar.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly required to sit, walk, stand, use fingers, talk, hear, grasp, reach with hands, see using close vision, see using distance, and adjust vision between close and distant. Ability to coordinate eyes, hands, feet, and limbs in performing semi-skilled movements in the operation of computer keyboard, telephone, copier, and calculator and manual files. Ability to lift, carry, push, or pull up to 30 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment will primarily be indoors at the Engineering Department, in an office setting and at times in a garage-type setting (DPS locations). The employee may be outside, depending upon the task being performed. The noise level in the work environment will vary from typical office noise level to garage level and outdoor level.

The City of Salem is an Equal Opportunity/Affirmative Action Employer and does not discriminate on the basis of race, color, national origin, religion, gender or gender identity, familial status, disability, ancestry, age, marital status, public assistance status, sexual orientation, veteran history/military status or genetic information.

Qualified individuals are encouraged to apply with cover letter and resume to [jobs@salem.com](mailto:jobs@salem.com), and position is open until a candidate is chosen.

### **CITY OF SALEM HUMAN RESOURCES**

Lisa B. Cammarata, Director  
98 Washington Street, 3<sup>rd</sup> floor  
Salem, Massachusetts 01970

**DATED:** March 9, 2022