



NOTICE OF VACANCY

TITLE: Deputy Director of Public Services
POSITION STATUS: Full time, 40 hours per week, non-union position with full benefits
REPORTS TO: Director of Public Services
SALARY: Up to \$100,000.00

JOB SUMMARY

The City of Salem, a historic waterfront community north of Boston seeks a professional, dynamic and forward-thinking individual for the newly created administrative/managerial role of Deputy Director of Public Services (DPS). Under the direction of the DPS Director, the position will perform administrative and supervisory functions while coordinating and overseeing departmental operations, along with position playing a key role in the strategic planning process for the Department.

SUPERVISION RECEIVED

Role reports to and works under the broad direction of the DPS Director, with some autonomy, to ensure DPS is operating effectively and efficiently.

SUPERVISION EXERCISED

Oversees and manages the daily work of all full-time, part-time, temporary, and seasonal DPS clerical staff. Role serves as DPS Director in their absence.

DUTIES AND RESPONSIBILITIES

Manages all administrative and clerical support functions of DPS.

Directs and assigns work and supervises and reviews the administrative employees and functions of the Department. Performs complex and responsible functions requiring the exercise of discretion and independent judgment.

Works independently, setting own daily work plan and choosing between appropriate courses of action to achieve defined objectives and refers unusual circumstances to the Director, as necessary.

Coordinates work for DPS clerical staff; reviews work for accuracy and timely completion.

Provides contract and fiscal management for the Department's projects and initiatives. Recommend administrative operating procedures to the DPS Director.

Provides financial coordination with DPS Director relative to Department functions. Works with DPS field personnel to assist in projecting needed funding levels, reviews and research historical spending patterns and is responsible for preparation and tracking of Department's operating and capital budgets.

Monitors expenditures and budgeted account balances; reconciles, produces, and distributes monthly and year-end reports to DPS staff; investigates and reconciles discrepancies. Oversees the purchasing and inventory of DPS office supplies; oversees the operation of office equipment.

May assist in the application and administration of DPS grants; provides financial and logistical analysis of Department initiatives. May assist in tracking and maintaining DPS inventories.

Assists in the preparation, advertising, bid opening, tabulation, analysis and notification of results and awards for DPS contracts. Responsible for the preparation and timely submission of payroll and attendance.

Oversees the accuracy and maintenance of all DPS office files. Assists DPS staff with surveys and comparative market data.

Acts as the Department's Public Procurement Official. Performs and manages the Department's Accounts Payable and Receivable programs.

Maintains cooperative working relationship with other departments, employees, vendors, contractors, and the public; answers questions and resolves issues when possible.

Works on special projects as assigned by the DPS Director. Performs similar or related duties as directed, required, or as situation dictates.

Supports the development and implementation and monitoring of policies and procedures.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to work independently and as a team member. Ability to learn state bidding practices and use of state contracts. Ability to lead staff and direct workflow.

Demonstrable strong managerial and supervisory experience.

Ability to coordinate administrative functions requiring independent judgment. Ability to maintain the confidentiality of information. Ability to communicate effectively, both orally and in writing. Ability to develop administrative procedures to accomplish designated goals and objectives.

Ability to use various software programs and Microsoft products.

QUALIFICATIONS

Education:

Associate's degree in public administration, business administration, finance, transportation management or related field.

Experience:

Over 3 years of progressively responsible administrative experience. Experience in a municipal DPS setting is strongly preferred and supervisory experience is desirable.

Licenses/Certifications:

Ability to obtain a Massachusetts Certified Public Procurement Official designation within 1 year of appointment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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. While performing this job, the employee is frequently

required to communicate with employees, staff, and the public, and be mobile in and out of City buildings and locations. Employee must have the ability to lift 50 pounds, sometimes up to 70 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee will be working in all types of weather and can be exposed to wet, humid, extreme cold and extreme heat conditions. May regularly be exposed to fumes, toxic chemicals, and electrical hazards. Noise level can be low or high depending upon where work is being performed. Employee is always on call and must be available for work during any urgent or emergency situation or for any other public works duties.

Qualified individuals are encouraged to apply with cover letter and resume to the City using this email address: jobs@salem.com

DATED: February 16, 2024

The City of Salem is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information, or disability, as defined and required by state and federal laws. We prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.