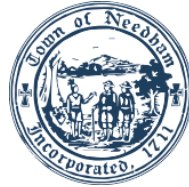


Needham, MA

Assistant Director of Finance/Procurement Officer



Position Statement

Summary

The Town of Needham, Mass., is seeking a professional and highly qualified individual to fill the position of Assistant Director of Finance/Procurement Officer under the direction of the Assistant Town Manager/Director of Finance. The Assistant Director of Finance/Procurement Officer has responsibilities that include assisting in the development of long- and short-range financial planning, the five-year Capital Improvement Plan, and revenue projections for budget planning as well as all municipal purchasing activities, such as writing bid specifications, soliciting responses to RFPs, procurement training, and ensuring regulatory compliance.

The Community

Needham (pop. 32,091) is a primarily residential suburban community with a highly regarded school system, a well-managed town, and a strong sense of community. A desirable suburb of Boston, Needham is an ideal location for anyone working in the city or along the I-95/Route 128 corridor as there are three exits providing access to the town.

Needham has a thriving downtown and is home to global high-technology firms, life science companies, world-class healthcare facilities, popular restaurants, and the Franklin W. Olin College of Engineering. A multi-year renovation of the Town Common, designed to provide a focal point



downtown in which residents and visitors can come together, enjoy the outdoors, and connect to local institutions and businesses, will reach completion with a grand reopening in spring of 2023.

Public transportation is readily available in Needham with MBTA commuter rail service from Boston's South Station that includes four stops in Needham. The MBTA also provides bus service and Route 135 passes through the town. Needham borders Dover, Westwood, Dedham, Wellesley, Newton, and the West Roxbury section of Boston. The [Charles River](#) forms nearly all of the southern and northeastern boundaries and [Cutler Park](#), a 600-acre nature preserve and public recreation area lies within Needham.

Needham's median household income is \$174,700, according to U.S. Census data. In 2020, the median property value in Needham was \$900,200 and the home ownership rate was 84.5%. The average single-family tax bill in FY22 is \$14,528.

Government

Needham has a Select Board-Town Manager form of government with representative Town Meeting. Under Massachusetts General Laws (MGL) and the [Needham General By-Laws & Charter](#), the executive powers of the Town are vested in the five-member [Select Board](#). Members are elected for three-year staggered terms. The Select Board serves as the chief goal setting and policy-making body of the Town. The Board appoints the Town Manager as the Chief Executive Officer of the Town.

“The Town of Needham is a professionally run organization that is committed to creating an inclusive culture where employees can perform at the highest levels. Our employees are dedicated to their work and rely on each other as a team to ensure that Needham remains a place where engaged and committed people want to live, work, and play.”

The Town Manager is appointed by the Select Board to oversee the daily operations of the Town, advise, administer the policies and procedures of the Select Board, and enforce Town bylaws and actions passed at Town Meeting. The Town Manager is responsible for the effective management of Town departments (other than schools), preparing an annual budget and capital plan, coordinating activities leading up to the annual Town Meeting, providing support to the volunteer committee system, working with other levels of government, and managing special projects for the Select Board.

Needham has a representative Town Meeting with both elected members from 10 precincts and specific elected officers as at-large members. The Town Meeting is run by the Moderator who is elected and is responsible for declaring the votes which are then recorded by the Town Clerk. The Clerk is also responsible for recording the minutes of the meeting and sending the voted general and zoning bylaws to the attorney general for approval.

Important Links

- [Town of Needham](#)
- [Finance Department](#)
- [Purchasing Department](#)
- [General By-Laws & Charter](#)
- [Budget Documents](#)
- [Annual Town Reports](#)



Upcoming Projects/Challenges

Anticipated projects/challenges for the new Assistant Director of Finance/Procurement Officer include:

- Staying abreast of additions and revisions to rules that are constantly changing via legislation, statute, internal auditors, etc.
- Compelling department managers and other peers to adhere to all requirements of purchasing compliance.
- This position reviews and approves all requisitions for the Town, and is required to turn them around in a timely manner, so work volume can periodically become heavy.
- As auditors continue to press for increased documentation, the position requires such skills such as attention to detail, organization, tracking, and follow-through.

Position Responsibilities

Reporting to the Assistant Town Manager/Director of Finance, the Assistant Director of Finance/Procurement Officer is responsible for performing a variety of strategic, professional, administrative, and technical work in Town-wide financial planning and procurement systems.

Specific position functions, among others, include:

- Assists the Assistant Town Manager/Director of Finance in development of long- and short-range financial planning, the five-year Capital Improvement Plan, and revenue projections for budget planning.
- Provides research, data collection, and report development relative to the Town's debt management and rates setting.
- Evaluates options for financing and acquiring capital assets using appropriate statistical and qualitative techniques and determines the most advantageous procurement strategies.
- Provides professional staff assistance and support to the Director of Finance as needed.
- Serves as Procurement Officer for the Town. Serves as expert resource to Town departments engaged in purchasing activity. Serves as liaison to regulatory agencies, vendors, contractors, engineers, and architects and the general public.
- Receives, investigates, and mediates complaints from vendors regarding MGL.c.30B, c149, c.30 and 39 procurements by the Town.
- Implements and provides training on procurement policies as appropriate.
- Writes bid specifications, advertises to solicit responses to requests for proposals/invitations to bid in accordance with MGL 30B, 30, 39M, and 149.
- Ensures compliance with all Central Register requirements under MGL c 9, § 20A and Goods and Services requirements under MGL c 30B, § 5 & 6.
- Works with departments to dispose of surplus supplies, vehicles, and personal property in accordance with MGL 30B and Town By-laws.
- Accepts and opens bid documents in accordance with statutory requirements and produces a list of responsive bidders which is forwarded to the awarding authority.
- Assists departments by checking references on potential vendors.
- Maintains bid document records including bids, bid tabulations, advertisements and addenda and maintains index of all fully executed contracts and their expiration.
- Evaluates requests for exceptions to existing procurement policies and makes recommendations to appropriate authority relative to accommodation of the request.
- Assigns procurement ID numbers, ensures completeness and accuracy of contract documents submitted for approval, ensures compliance with applicable State laws and local by-laws, regulations, and requirements, and oversees tracking, reporting, and recordkeeping associated with each procurement. Establishes schedules and methods for providing purchasing services.
- Analyzes procurement requirements and determines procurement procedures for blanket purchase arrangements, competitive bid processes, and consolidated purchases.
- Provides advice and assistance to employees performing procurement functions in other departments.
- Maintains a Town-wide procurement calendar and ensures on-going communication relative to procurement timelines. Assists in performing market cost/benefit analysis and prepares and reviews request for proposals (RFP), bid specifications and agreements.
- Analyzes financial and budget-related matters and conducts research as necessary.
- Provides staff support to selected Town committees as assigned.
- Maintains publication content for the Department's website. Performs special projects and other related duties as required, directed, or as the situation dictates; performs related duties as assigned; follows safe work practices.

Education and Experience

- General knowledge equivalent to a bachelor's degree in public administration, business, or related discipline.
- Knowledge of government finance and budget operations, equivalent to 4-6 years of related experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, abilities, and skills.
- Requires knowledge of municipal government finance operations and procurement procedures, State and Federal laws and regulations, particularly as they relate to public procurement.
- MCPPO certifications: MCPPO for Supplies and Services Contracting and MCPPO for Design and Construction Contracting, or ability to achieve within 18 months.

Compensation Package

Starting annual salary of \$80K+/- commensurate with qualifications, education, and experience. A competitive and attractive benefits package (including health, dental and vision coverage, contributory retirement system, 457b Deferred Compensation Plan, and a comprehensive employee assistance program) is part of the compensation package.



**TOWN OF
NEEDHAM
MASSACHUSETTS**

How To Apply

Position is open until filled. For a guaranteed review of application materials, applicants should send cover letter and résumé, in confidence, by January 24, 2023 3:00 p.m. EST, via email to:

Apply@CommunityParadigm.com

Subject: Asst Dir of Finance/Procurement Officer

Submit a single PDF containing both cover letter and résumé.

Following the date above, application materials will be reviewed according to the outlined qualifications. A selection of finalists will be chosen for further evaluation, reference checks, and background reviews before being advanced to the Town Manager for consideration.

Questions regarding the position should be directed to:

Bernard Lynch, Principal
Community Paradigm Associates
Blynch@communityparadigm.com
978-621-6733

The Town of Needham, Mass., is an Affirmative Action/Equal Opportunity Employer.