

# Needham, MA

## Director of Administration, Public Works



### Position Statement

The Town of Needham, Mass., (pop. 32,091) is seeking a professional and highly motivated individual to fill the position of Director of Administration, Public Works under the direction of the Director of Public Works. This role is part of the Department's Senior Leadership Team, managing complex projects and liaising with leadership across the Town. The Needham DPW supports training and education that will allow the person in the position to grow as the Department seeks to create an environment that encourages senior managers to prepare themselves for possible advancement within the organization. The Director of Administration, Public Works is responsible for managing all financial, personnel, customer service, and technology-related systems within the Department of Public Works. The Director of Administration functions within the context of Massachusetts procurement laws and Town policies and procedures and utilizes a professional staff to provide all business operations of the Public Works Department. The position provides support to the Director of Public Works in developing the operating and capital budgets, hiring new staff, collective bargaining, managing standard operating procedures, regulations, and programs.



### The Community

Needham 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.

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.

Needham offers a positive set of challenges as the greater Boston region continues to grow. The Town strives to be more inclusive to address the evolving needs, including transportation, of a population that is changing.



## Administration Division

The DPW [Administration Division](#) provides budgetary, administrative, personnel, invoice processing, and customer service support for all divisions within Public Works. The DPW manages over 100 contracts annually, a \$20 million Capital Budget, and has a FY25 operating budget of approximately \$25 million, the second largest budget in the Town, second only to the School Department.

The Director of Administration, Public Works will oversee a talented team of administrative professionals providing support in the areas of Highway, Recycling and Solid Waste, Parks, Forestry, Water, Sewer, Drains, Fleet, Building Maintenance, Sustainability, and Engineering. The Division consists of three Analysts, two Administrative Specialists, one Finance Assistant, and one Administrative Assistant.

The Director of Administration, Public Works implements the asset management system, and manages the communications and outreach program, the human resource functions, and procurement functions of the department. This position will manage the departmental budget and the intricate financial environment of the Public Works department, assuring that all lines of communication internally and externally are successful and that all work meets the highest standards of the community. The Director will also be a central leader in assisting the Department to meet its key Diversity, Equity, and Inclusion objectives.

## Position Responsibilities

Specific position functions, among others, include:

### *Financial*

- Analyze, manage, monitor, and oversee the financial operations of the Department, including budget development, presentation, monitoring and transfers, accounts payable and payroll processing, and financial record keeping and reporting.
- Serve as liaison with the Finance Department, overseeing the development, submission, and administration of the Department's operating and capital budgets and supervising the timely and accurate processing of property damage, motor vehicle accident, and personal injury claims.
- Work with the Finance Department/Chief Procurement Officers to ensure departmental compliance with procurement law and serve as a resource to the DPW and other departments.
- Manage the Department's financing process for grants, state aid, and other reimbursement instruments.

### *Administrative*

- Supervise administrative office staff and coordinate the provision of comprehensive administrative services for the Department of Public Works.
- Direct all activities associated with human resource management for the DPW, serving as liaison with the Human Resources Department.
- Oversee the management and administration of water and sewer billing for residential and commercial accounts.

### *Technology Systems*

- Provide oversight, coordination, and management of all IT functions for the Department including the Work Order System and Resident 311 System, among others.

### *Reporting and Presentations*

- Prepare and edit reports for internal and external distribution, compiling data and preparing various recurring and special reports for regulatory agencies, and presenting at committee meetings, as needed.
- Serve as the Town Liaison for the Town's Community Preservation Committee and the Department's Liaison to the Finance Committee.

This opportunity is ideal for those looking to continue their career in a thriving, well-funded DPW. The Town of Needham offers mentorship and professional development opportunities, flexible work options, and comprehensive healthcare coverage.

## Education and Experience

The following requirements **may be substituted by any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities required to perform the job:**

- Two (2) to four (4) years of related experience in municipal finance or related field, including supervisory responsibility.
- Bachelor's Degree in Public Administration, Business Administration, Public Policy, Political Science, Accounting, or related field.
- Master's Degree in related field is preferred.
- Massachusetts Certified Public Purchasing Official designation required or can be achieved within one year from date of hire.
- Demonstrated ability to operate independently, multitask, and manage time effectively.
- Proficient in Excel with strong attention to detail.

## Compensation Package

**Annual salary range: \$92,235 - \$129,130.** Actual pay will be within the range 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, tuition reimbursement, 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 27, 2025 3:00 p.m. EST, via email to:

**[Apply@CommunityParadigm.com](mailto:Apply@CommunityParadigm.com)**

**Subject: Needham Director of Administration, Public Works**

Submit a single PDF containing both cover letter and résumé.

Questions regarding the position should be directed to:

Julie Jacobson, Senior Associate  
Community Paradigm Associates  
[jjacobson@communityparadigm.com](mailto:jjacobson@communityparadigm.com)

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