



Town of Belmont Employment Opportunity

BUSINESS MANAGER

DEPARTMENT OF PUBLIC WORKS

Grade 14 – NON-UNION - Exempt - Full Time – 40 Hours

COMPLETE BENEFIT PACKAGE - \$74,061.76 - \$89,615.54

An exciting opportunity to join a fast-paced department servicing the residents of Belmont by assisting the Public Works Director to oversee all operations of the administrative office of the Department of Public Works and provide executive level administrative assistance to the DPW Division Managers.

- Responsible for supervising the efficient operation of the administrative office consisting of 4 staff members
- Expected to plan, lead, organize, initiate, implement, and coordinate the operations of the DPW Business needs.
- Prepares all legal documents to comply with state and federal bid laws
- Assists the Director, Assistant Director of Public Works-Operations, and Assistant Director of Public Works-Town Engineer with development of the department budget over \$20M
- Oversees the preparation of all invoices for DPW. Resolves billing issues with vendors as needed.
- Reconciles the water and sewer revenue programs. Assists the Director in developing the water and sewer rates each fiscal year.
- Oversees the preparation of the regular payroll for department employees
- Assistant and processes all confidential information relating to personnel, union issues/negotiations, workers compensation, and grievances.
- Provides maintenance of DPW website within the template for the website.
- Will become and maintain a designation as a Massachusetts Certified Public Purchasing Official (MCPPO).
- Bachelor's degree in Business Management and advanced technical computer and programming training. Master's degree preferred; and Five (5) years of experience relating to the management of personnel and/or public administration and/or municipal finance; or, any equivalent combination of education and experience.

For guaranteed review of your submission, please submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department, 455 Concord Ave, Belmont, MA 02478 or fax 617-993-2741, or e-mail to humanresources@belmont-ma.gov by March 15, 2024.



Application Process

All applicants are required to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993- 2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

Some full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. All positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

The Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740
[humanresources@belmont-
ma.gov](mailto:humanresources@belmont-ma.gov)