



CITY OF MELROSE

Human Resources Department

Marianne J. Long
Director

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Assistant Director of Administration, Public Works Department City of Melrose

Mayor Paul Brodeur is searching for a seasoned Manager to fill the role of Assistant Director of Administration. The Assistant Director will work closely with a dedicated team of division leaders who provides guidance and support to all city department heads regarding matters related to public works and city infrastructure. The Assistant Director functions as the lead in the absence of the Director and cooperatively works with the DPW management team including the Operations Manager, Facilities Manager and Assistant Director/City Engineer to achieve department goals and objectives.

The Assistant Director is responsible for financial management, personnel management, communications and events in the Department of Public Works. A detailed job description is on the Employment page www.cityofmelrose.org.

The qualified candidate has a bachelor's degree preferably in Business or Public Administration, Management or related field plus a minimum of five (5) years relevant work experience in a management role (preferably two (2) years of which is in public works administration) ; a minimum of three years demonstrated experience in creating and managing budgets with experience and basic knowledge of accounts payable, accounts receivable, payroll and residential billing , preferably in a municipal environment; Excellent verbal and written communication skills.

Please send a resume & cover letter by February 5, 2020 to Marianne Long, Director of Human Resources, City of Melrose via mlong@cityofmelrose.org. The City of Melrose is an Equal Opportunity Employer.