



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmcclanahan@haverhillma.gov

Christina Carrie, HR Technician – ccarrie@haverhillma.gov

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Bridget Panniello, Head Clerk/Floater- bpanniello@haverhillma.gov

March 25, 2025

Job # 2025-7

PLEASE POST
ANTICIPATED OPENING

POSITION:

Business Manager

Department of Public Works

HOURS OF WORK:

Full Time (40 Hours per week)

SALARY:

\$1,272.30 - \$1,553.71 per week

(According to the W/WW Office Tech Contractual Salary Schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

The DPW Business Manager is responsible for overseeing the administrative, financial, and business operations of the Department of Public Works (DPW), which includes Highway, Parks, Water, Wastewater, Fleet Services, Parking, and Solid Waste/Recycling. The role ensures the efficient operation of the department through budget management, procurement, financial reporting, and administrative process improvements.

SUPERVISION RECEIVED:

Works under the direction of the DPW Director and the Assistant Director of Public Works.

SUPERVISION EXERCISED:

Supervises administrative staff and assigned staff as needed.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Administrative & Financial Management

- Coordinate business operations across all DPW divisions, ensuring efficiency and compliance with city policies.
- Assist in preparing and managing budgets, payroll, labor reports, purchasing, and financial statements.
- Generate financial reports to forecast budgets, track expenditures, and support decision-making.
- Oversee maintenance of confidential records related to DPW operations, personnel, and financial transactions.

Procurement & Contract Administration

- Assist in preparing bids and contracts for DPW purchases in coordination with the Purchasing Department.
- Ensure compliance with local, state, and federal procurement regulations.
- Identify cost-effective purchasing strategies for equipment, materials, and services.

Operational & Project Support

- Develop and implement business practices, policies, and procedures to improve efficiency.
- Support capital improvement planning (CIP) and financial tracking of infrastructure projects.
- Work closely with city departments, state, and federal agencies on DPW initiatives.
- Assist in rate studies and cost analysis for water and wastewater services.



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Customer Service & Public Interaction

- Address resident inquiries and complaints related to DPW services.
- Ensure clear communication with city officials, vendors, and the public regarding DPW operations.

Other Duties

- Manage financial tracking tools such as Citistat to monitor performance and recommend improvements.
- Assist with special projects and cross-departmental collaborations as needed.
- Develop employee training programs related to DPW business and administrative functions.
- Performs other work as assigned by the DPW Director or Deputy DPW Director.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

ENTRANCE REQUIREMENTS:

Any combination of education, training, and experience that would provide the required knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

- A minimum of five years of full-time experience in the functional areas of management such as accounting, budgeting, auditing, financial or fiscal analysis, preferably within a municipal or government setting.
- A bachelor's degree in accounting, business administration, or related field is desirable.

QUALIFICATIONS, KNOWLEDGE AND ABILITIES:

- Strong understanding of public procurement laws and contract management.
- Proven ability to develop and manage large budgets.
- Excellent written, verbal, and interpersonal skills.
- Proficiency in financial software systems, Microsoft Office Suite, and familiarity with municipal financial systems.
- Strong problem-solving skills and the ability to work independently and as part of a team.
- Experience working in public works or a similar operational environment.
- Appointees will be required to possess a driver's license valid in Massachusetts.

PHYSICAL REQUIREMENTS:

This job operates in a professional office environment. The physical requirements described here are representative of those that must be met by an employee to successfully perform the duties and responsibilities of this job.

- Routinely use standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- Talk or hear to communicate in person or over the telephone.
- Occasionally lift and carry up to 25 pounds.
- Move about an office setting to access files, access office equipment, and assist customers at counter.
- Frequently read printed materials and a computer screen

Attendance is mandatory.



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Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

CLOSING DATE: TUESDAY APRIL 8th

APPLICATION IS AVAILABLE ONLINE AT:

www.cityofhaverhill.com/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Cover letter, application and resume should be sent to: CITY OF HAVERHILL HR DEPARTMENT AT HRD@HAVERHILLMA.GOV

PLEASE REFERENCE JOB # 2025-7

"The City of Haverhill is an AA/EEO/ADA Employer."