



# Director of Administration and Finance Job Profile

## Welcome

The Town of Acton is seeking a dynamic and experienced professional to serve as Director of Administration and Finance. The Director oversees the Human Resources, Town Clerk, Assessing, Treasurer/Collector, Budget Director and Accounting departments.

The Director serves as one of the Town Manager's chief advisers on administrative and financial matters, works collaboratively across Departments, Boards/Committees, and plays a critical role in transforming government services through bold, data-driven leadership.

## The Town of Acton

Located in Middlesex County, approximately 21 miles northwest of Boston, Acton offers both accessibility and charm. Conveniently located within the I-495 belt and served by Route 2, Route 111, and a local commuter rail station, Acton offers seamless access for both commuters and visitors. Covering roughly 20 square miles, Acton had a population of 24,021 as of the 2020 Census.

The town shares a regional school district with neighboring Boxborough for grades 1 through 12 and maintains a AAA bond rating, underscoring its fiscal management and responsible municipal leadership.

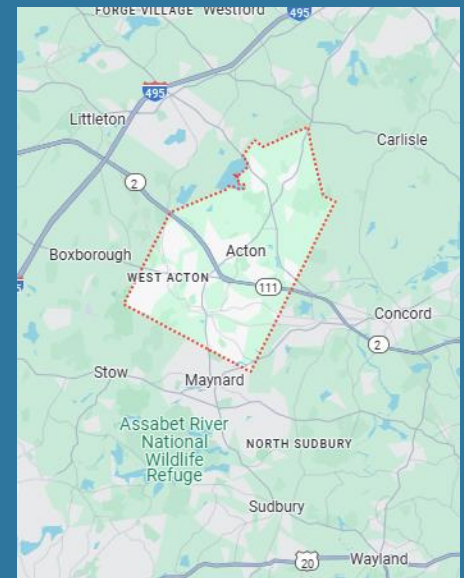
## Essential Functions

The following is a summary of the essential functions for the role of Director of Administration and Finance.

### Financial Management and Strategy

The position is responsible for overseeing the financial management activities for the town including forecasting, budgeting, capital planning and investment strategy. The position works directly with the Town Manager to develop and manage the town's short and long-range financial planning. Position provides strategic leadership to all divisions within the Finance Department including Town Clerk, Treasurer/Collector, Accounting, Assessing, and Finance Administration.

## Acton, MA



Incorporated in 1735, Acton blends historic charm with modern convenience, located 21 miles northwest of Boston and situated in the southwest of the Greater Merrimack Valley region. With Revolutionary War roots, a vibrant community spirit and legacy of innovation, Acton offers an exceptional quality of life to live, work, and play.

## Human Resources Oversight

The Director provides executive oversight to the Human Resources Department including strategic guidance on recruitment and retention strategies and processes, collective bargaining strategy and forecasting of proposals. The position provides support for the development of staff across departments by fostering a high-performing, inclusive, and accountable culture, promoting collaboration and transparency across all departments.

## Public Engagement and Customer Service

The position works closely with the Town Manager to develop strategies to enhance public engagement with an emphasis on exemplary customer service. Experience with designing and carrying out effective public outreach to build trust and collaboration throughout town is critical.

## Liaison to Departments, Boards and Committees

The Director will serve as a key liaison to boards and committees, translating complex human resources and/or financial information into actionable insights for diverse audiences. The position will also liaise closely with the Acton-Boxborough Regional School District for human resources and finance matters including communicating budget priorities and collaborating on projects and initiatives.

## Knowledge, Skills and Abilities

- Expert knowledge of municipal human resources and finance management including related laws and regulations.
- Skill in operational improvements and organizational change.
- Ability to be a self-motivated organizational leader and problem solver with a strategic long-term perspective.
- Innovative, accessible, trustworthy, and able to build consensus and work collaboratively with staff and all constituencies within the Town of Acton.
- Ability to work with a high level of detail, and an ability to prioritize and manage multiple tasks simultaneously.
- Skill in dealing effectively with complex challenges, often under considerable time pressure.
- Excellent organizational, planning, decision-making, and management skills.
- Ability to conceptualize and implement goals and objectives.
- Strong interpersonal skills.



- Considerable knowledge and skill in using computer applications for Human Resources and Financial management.
- Ability to analyze and interpret human resources and financial data and present findings clearly in multiple forums. Effective communication and presentation skills.
- Ability to move seamlessly from high-level strategy to tactical execution.
- Ability to identify solutions that help address challenges.

## Qualifications

Minimum of eight (8) years of progressively responsible experience in municipal government plus a bachelor's degree in public administration, or related field or any combination of experience and education. Proven expertise in municipal finance and budget development, capital projects, personnel management, collective bargaining and organizational development.

## Salary and Benefits

The starting salary is \$136,400 to \$178,000 depending on qualifications. The Town of Acton offers comprehensive benefits and participation in the Middlesex County Pension System. Acton is a progressive employer with hybrid work and staggered hours policies.

## Next steps

Please submit cover letter and resume to the Collins Center for Public Management at: [collinscenterrecruit@umb.edu](mailto:collinscenterrecruit@umb.edu) and include in the subject line "[Your last name] - Acton Director of A&F" or click below. **Review of resumes will begin August 15th.** The position will remain open until filled.



The Town of Acton is an Affirmative Action and Equal Opportunity Employer. All applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age, disability, sexual orientation, military status, marital status, familial status, genetic information, or any other status prohibited by law.

## Community Information

- 19.87 total sq. miles
- 24,021 population
- 9,000 households
- 127.8 total road miles
- \$284,449 2024 EQV per capita

## Town Government

- Five member Select Board
- Open Town Meeting
- \$130m annual budget
- AAA Bond rating

