



*City of Lawrence*  
*Personnel Department*  
*City Hall, Room 303*  
*200 Common Street*  
*Lawrence, Massachusetts 01840*

DANIEL RIVERA  
MAYOR

FRANK BONET  
PERSONNEL DIRECTOR

TEL: (978) 620-3060  
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www.cityoflawrence.com

**EMPLOYEE JOB POSTING (INTERNAL)**

**TITLE:** Projects and Planning Supervisor  
**DEPARTMENT:** Department of Public Works  
**PAY GRADE:** Salary Range \$50,000 to \$65,000  
**UNION STATUS:** Non-Union, Exempt

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**Duties:** The Department of Public Works is seeking a Projects and Planning Supervisor to be responsible for the following activities:

1. Participates in planning, supervision, and monitoring of Department of Public Works projects
2. Prepare weekly, monthly, and quarterly progress reports on the assigned projects. Interface with appropriate municipal departments to facilitate successful completion of projects. Prepares cost analysis as requested and performs field surveys and inquiries. Establish work schedules with outside contractors and monitors their progress. Performs duties independently within the scope of division and department policy referring to the DPW Director on significant policy issues or upon request. Will be required to work with neighborhood groups for constituent services; will also act as a department liaison to the Mayor's Office and the City Council. Required as necessary to attend neighborhood meetings, working with DPW supervisory staff to insure requests dealing with quality of life issues completed in a timely manner within departmental guidelines.

**Qualifications:** Undergraduate degree with college course emphasis in municipal project management. Three-five years (3-5) experience in municipal planning and project managing.

**Posting Date:** October 8, 2015

**Deadline Date:** October 18, 2015

**Appointing Authority:** \_\_\_\_\_

  
Daniel Rivera, Mayor

**APPLICATIONS ARE AVAILABLE IN THE PERSONNEL OFFICE**  
*Application and Full Job Description Available in the City Personnel Department*  
*The City of Lawrence is an Equal Opportunity Employer*

**REASONABLE ACCOMMODATIONS** are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and/or hiring process, please notify the Personnel Director at (978) 620-3060. The decision to grant reasonable accommodations will be made on a case-by-case basis.