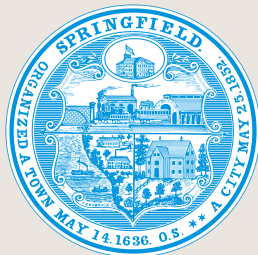


Chief Administrative and Financial Officer

CITY OF SPRINGFIELD, MASSACHUSETTS



The City of Springfield seeks a Chief Administrative and Financial Officer, reporting directly to the Mayor. A successful candidate will be responsible for the oversight and direction of the financial management and administration of the City's annual operating budget and capital plan. This position directly oversees the Office of Management and Budget, including school finances, as well as the Human Resources and Labor Relations Department, Benefits, Office of Procurement, Treasurer/Collector, Board of Assessors, Capital Asset Construction, Comptroller and Information Technology.

Where & How to Apply	What We Offer	Important Notes
APPLY HERE	\$205,000-\$220,000 annually depending on qualifications	Job posting closes 01/07/2024 at 11:59 PM
Please upload a copy of your resume as an attachment to your application.	Click here to see the City's Benefit Package	Residency in the City is a requirement of the position within 1 year of hire.

Get to know Springfield

Springfield is the largest city in western Massachusetts and the third largest city in the state, located on the eastern bank of the Connecticut River. Springfield is also the fourth largest city in all of New England. It was incorporated as a town in 1636 and as a city in 1852. There are approximately 155,000 citizens. The City is roughly 33 square miles in size and is densely populated. Springfield is situated in a convenient location; 4 miles from the Connecticut border, 52 miles from the New York border, 50 miles from the Vermont border and approximately 90 miles from Boston, Massachusetts.

Springfield is a historic city and figured prominently in both the Revolutionary War and the Civil War. The City was a major manufacturing hub for many years, however that has given way to a service sector economy in recent decades. Springfield is home to Smith & Wesson, Merriam-Webster Inc., and Big Y Corporate Offices. Baystate Medical Center, a large teaching hospital, is Springfield's largest employer with over 10,000 employees. Springfield is also home to MassMutual, a Fortune 500 insurance company.

The City is home to the Basketball Hall of Fame, MGM Springfield, five museums, two municipal golf courses, four colleges and universities, and a network of parks and recreation centers. Forest Park, nearly the same size as Central Park

in New York, features a zoo, a lake, numerous playgrounds, and hosts the City’s annual Bright Nights light exhibit from Thanksgiving through New Year’s Day.

Known as the City of Homes, Springfield has the highest home occupancy percentage when compared with other metropolises in western New England (Hartford, New Haven and Bridgeport, Connecticut). The city is divided into 17 neighborhoods, where you can find various styles of houses from Victorian “Painted Ladies” and Gilded Age mansions to urban condominiums and suburban single-family homes.



[Photo of Springfield's McKnight Historic District](#)

Government

Springfield has a strong Mayor form of government. The Mayor is elected to four-year terms in office. The current Mayor, Domenic J. Sarno, was first elected in 2007. He has served consecutive terms since then, making him the longest serving mayor in the City’s history. He was reelected in 2023 for another four-year term. In recent years, Springfield has expanded the City Council from nine to thirteen members. This expansion brought back limited ward representation. City Council members are elected biennially on odd years. There is also a seven member School Committee, on which the Mayor serves as chairperson. School Committee members are elected to four-year terms and these terms are staggered.

In 2004, due to the City’s near insolvency, the Commonwealth of Massachusetts stepped in and created a Springfield Finance Control Board. The Board assumed most of the powers of the elected officials and had management and financial control of Springfield. In June of 2009, the Control Board was dissolved and the position of Chief Administrative and Financial Officer (CAFO) was created. To date, Springfield has had two CAFOs, the most recent serving the City for 10 years. CAFOs may be appointed to terms of three years, the maximum allowed under state law. Currently, Springfield’s Comptroller is serving as Acting CAFO.

The CAFO has broad authority over the City’s administration and financial departments. The position directly oversees the City’s finances and is the principal management advisor to the Mayor. The CAFO exercises authority over all departments in the Administrative and Finance cabinet. These departments include the Office of Management and Budget, including school finances, as well as the Human Resources and Labor Relations Department, Benefits, Office of Procurement, Treasurer/Collector, Board of Assessors, Capital Asset Construction, Comptroller and Information Technology. All departments are headed by committed professionals who are determined to see Springfield succeed.

Springfield has nearly 1,600 employees in City government and approximately 5,331 employees in the School Department. The School Department has approximately 45 schools and a student population of approximately 26,000.



[Photo of Springfield's Downtown Skyline](#)

Public Finance

The City is currently in stable financial condition with positive fund balances, a stabilization reserve balance and continued positive free cash certification. In addition, the last bond rating by Moody’s Investors Services was A2. The last Standard and Poor’s rating was at AA-.

Springfield has a long history of excellent financial reporting and received the Government Finance Officers Association Certificate of Achievement and Excellence in Financial Reporting for the 12th time in 2023.

The City maintains several reports that contribute to the transparency of its finances which are published on the City’s website, including:

Resource	Link	Notes
FY24 Recommended Budget	Document Link	Published March 30, 2023
Comprehensive Annual Financial Report	Website Link	
City of Springfield Captial Improvement Plan FY24-FY28	Document Link	Published March 30, 2023
City of Springfield Multi-Year Financial Plan FY24-FY27	Document Link	Published March 30, 2023
Quarterly Financial Report	Website Link	
Open Checkbook	Website Link	
Taxpayer Monthly Statement	Website Link	

Springfield has experienced 3 federally declared disasters including the June 2011 tornado, August 2011 Hurricane Irene, and a significant rare October 2011 snowstorm. In November 2012, the City experienced a natural gas explosion downtown which destroyed several city blocks. Each disaster had unanticipated and significant costs to the City. Springfield managed these costs through seeking reimbursement from Federal and State entities and borrowing for the remaining share of costs. Springfields’s team of dedicated employees in multiple departments managed each of these disasters professionally, taking great care to protect lives and property during each event and return the City to normal operation as quickly as possible.

The City received \$123+ million in American Rescue Plan Act (ARPA) funds. Springfield has distributed \$28 million to small businesses, new businesses and non-profits to assist them in weathering the pandemic. The City has also committed \$12 million to household assistance and \$11 million to a housing program.

Springfield’s public pension has an unfunded liability of approximately \$898 million and is one of the most underfunded plans in the nation. The City has adopted a very aggressive pension funding plan. The City’s Other Post Employment Benefits unfunded liability exceeds \$1.6 billion.

Challenges & Opportunities

The Commonwealth of Massachusetts passed legislation allowing for the development of a limited number of casinos across the state. MGM opened a casino in Springfield in 2018 and the City received \$21+ million annually pursuant to a host agreement.

The City is highly reliant on state aid from education and general fund revenue. Springfield receives the greatest amount of [Ch. 70](#) (school aid) funds in the state of Massachusetts. Due to the reliance on state aid, any cuts can have significant effects on Springfield’s ability to deliver core services. The CAFO will need to devise a plan that accounts for potential decreasing state aid and the need to continue to provide essential services.

The City has an unemployment rate of 4.4% (September 2023).

Upon taking office, the CAFO must make his/her first priority gaining the full confidence of the Mayor. The strong Mayor form of government requires the CAFO to work closely with the Mayor and to utilize this close working relationship to further the best interests of the City.

The CAFO must be able to navigate the political, business and media waters in order to be effective in this role. They will need to foster relationships with the City Council members and members of the local legislative delegation. The CAFO will need to consult with members of the Chamber and labor for their viewpoints. He/she will need to keep open lines of communication with various media outlets in order to ensure that Springfield is getting the appropriate messages out to the public.

The CAFO will need to develop a strong working relationship with the School Committee, the Superintendent of Schools and his cabinet. The School Department accounts for approximately 80% of the City's total budget. State law ([Chapter 468](#)) requires that school finance and business operations come under the authority of the CAFO, and therefore, he/she will need to develop a strong working relationship with the School's Chief Financial Officer.

Springfield has 25 total unions. Thirteen unions are on the City side of government and 12 are on the School side. All but one union on the City side are under contract through June 30, 2024 or later. The CAFO will need to support the efforts of the Human Resources and Labor Relations Department to achieve sustainable labor contracts and enforce same.

Our Ideal Candidate

The ideal candidate for this position will be a seasoned professional manager who has a demonstrated record of effectiveness in public organizations and who has worked directly with political leaders.

Who we are looking for:

- A well-rounded manager with a track record of managing complex customer service organizations in an environment of constrained financial resources;
- An individual who has experience with municipal service planning, human resource management and the ability to build and foster a cohesive management team;
- Someone who can develop and maintain positive professional relationships with senior officials of the Commonwealth;
- A leader who has a demonstrated affinity for working across the leadership spectrum in a highly urban context and on behalf of a widely diverse citizenry.

Our next Chief Administrative & Financial Officer will be:

- Able to demonstrate unquestioned integrity in interactions with political leaders, staff at all levels and the public;
- Able to firmly exercise control of City finances envisioned in the statute establishing the CAFO, in a way that engenders understanding of the City's limitations and encourages participation by staff at all levels in meeting the City's cost containment and revenue maximizing goals;
- Able to help elected officials understand the short and long term financial implications of their policy decisions and the constraints the City faces;
- Able to carry out the duties of the CAFO office while functioning as an inside actor who develops strong formal and informal linkages within the municipal and school structures to foster a shared vision and sense of participation in shaping Springfield's future;
- Able to use the powers that are inherent in the position to represent Springfield's agenda in discussions with senior state and federal leaders and with the private sector;
- Able to develop the institution of the CAFO into the principal think tank for the City, an office that raises the aspirations of line departments and integrates the efforts of City functions that have traditionally functioned independently;
- Able to preserve the gains that have been made during the previous 14 years, and carry on a culture of continuous improvement citywide and at all levels in the organization;

- Able to function as an accessible and effective organizational leader in a complex urban environment characterized by limited resources, high service demand, and a multi-culture environment.

Required Qualifications:

- Master’s degree in finance, public/business administration, or equivalent degree required in addition to a minimum of seven to ten years' experience in a municipal setting as a chief administrative officer, CFO or city/town manager.
- Demonstrated record of accomplishment and experience with Massachusetts General Laws, collective bargaining, civil service and personnel administration preferred.
- Valid Driver's License

Selection Process

A screening committee established by the statute has been formed. The Committee must submit at least two and no more than five names of qualified candidates to the Mayor for appointment. Under the statute, the Mayor is required to make an appointment only from the names submitted to him by the Committee. No legislative approval is required. The statute authorizes a three-year term of appointment and an employment contract. Interviews are expected to take place in January 2024 and the Committee plans to submit names to the Mayor in February 2024.

Salary & Requirements

The City will negotiate a salary and conditions of employment. Direct salary is expected to be in the \$205,000 - \$220,000 range depending on the qualifications of the candidate.

Springfield has a residency ordinance and as a condition of employment, the selected candidate must obtain residency in the City of Springfield within one year of appointment.

The City will execute a mutually agreeable employment contract.

Where & How to Apply

[APPLY HERE](#)

Applications must be submitted electronically to the above link. Please upload a copy of your resume and cover letter to your application.

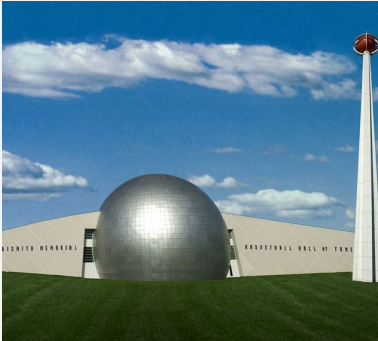
Job Posting closes on 01/07/2024 at 11:59pm

Questions?

Should you have any questions regarding this opportunity, or you would like to recommend a colleague, please contact William E. Mahoney, Director of Human Resources and Labor Relations, at (413)886-5003 or wmahoney@springfieldcityhall.com.

Learn More About Springfield

City of Firsts



This moniker has been earned through a history of innovation, including America’s first military arsenal, first American-made automobile, the birthplace of basketball, and of Theodor Geisel (better known as Dr. Seuss)

[Learn more here!](#)

City of Homes



Pride runs deep in Springfield, a diverse City where neighbors work together to make a better community. Springfield is known as the “City of Homes” for its multitude of architecturally protected homes dating to the late 19th and early 20th centuries. New initiatives make Springfield a very desirable place to live.

[Learn more here!](#)

City of Knowledge



Springfield is home to two universities, four colleges and a teaching hospital. In addition to 17 private schools, the public school system offers a variety of magnet programs in commerce, medical science and technology, government and finance, and an International Baccalaureate diploma program.

[Learn more here!](#)

City of Innovation and Vibrancy



MGM Springfield’s \$950 million entertainment destination, CRRC Rail Corporation’s \$566 million North American hub, and the \$94 million Union Station and multi-modal transportation center show why Inc. Magazine counted Springfield as a “surge city” in 2020.

[Learn more here!](#)

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