

37.5 Hours	Business Administrator	Job Posting	
Direct Report	Administrative Services Director	Grade	J \$73,706 - \$91,644 Expected hiring range \$73,706 - \$79,658
Department	Administrative Services	FLSA	Exempt
Division	Operations	Bargaining Unit	Non- Union
Date	December 2015	Location	Town Hall

Summary: Responsible for a variety of complex administrative and technical work involved in the management and oversight of the business functions of all town departments. Ensures that the Town follows applicable Massachusetts General Laws and engages in cost effective procurement procedures.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Analyzes internal financial and budget related matters and conducts research as necessary. Maintains budget history and assists in multi-year budget forecasts.
2. Compiles and analyzes external peer community statistical studies and budget data.
3. Assists all Town departments in developing operating and capital budgets annually.
4. Provides analytical support for development of programs and policies affecting the budget.
5. Responds to financial and budget related inquiries from the general public.
6. Provides financial and budget support to the Finance Committee and other volunteer boards and committees.
7. Assists Administrative Services Director in communicating financial matters to staff and to the public via the town website, social media and other methods,.
8. General supervision to Purchasing Agent and other clerical, administrative, and professional staff as assigned. Organizes and delegates duties to subordinates performing diverse duties.
9. Oversees and monitors all purchasing and procurement operations and activities to ensure cost effectiveness and compliance with Massachusetts General Laws.
10. Assists Administrative Services Director and Town Manager or designee with the administration of executed contracts.
11. Provides financial support for collective bargaining and other personnel agreements.
12. Perform analysis of organizational work processes to determine if efficiencies can be achieved.
13. Conduct special projects at the request of the Administrative Services Director or Town Manager.
14. Coordinates MIIA Rewards program and Safety Committee.
15. Administers See, Click, Fix program.
16. Performs other duties as required or assigned.

Minimum Qualifications

1. Graduation from a four-year college or university with a degree in Business Administration, Business Management or a closely related field;
2. Minimum of five years-experience as an office manager in a municipal or business environment, including computer operation; or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Applicant should be able to meet the requirements of the position as outlined in the Position Descriptions for Business Administrator. Applicant should state education, training and experience which he/she feels has provided him/her with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at www.readingma.gov until filled.

A full Job Description is available upon request and online at www.readingma.gov

Judith Perkins

Human Resources Director

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