

9/27/2016 JP

8/25/2015 JP



37.5	Business Administrator	Job Description	
Direct Report	Administrative Services Director	Grade	J \$75,177 - \$93,473
Department	Administrative Services	FLSA	Exempt
Division	Operations	Bargaining Unit	Non- Union
Date	August 2015	Location	Town Hall

Summary

Performs a variety of complex administrative and technical work involved in the oversight of the procurement function and management of the business functions of the Department of Public Works. Ensures that the Town engages in cost effective purchase procedures and contract management, and is in compliance with Massachusetts General Laws (MGL). Responsible for the budgets of the Administrative Services and Public Works Departments.

Essential Functions

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

1. Analyses, organizes, coordinates, and supervises the business office operations and procedures, including billroll, water and sewer billing, payroll and attendance, filing, customer service, interaction with groups and individuals concerning various policies and issues, and other clerical services. Reviews and responds to correspondence.
2. Provides general supervision to clerical, administrative, and professional staff as assigned. Organizes and delegates duties to subordinates performing diverse duties.
3. Oversees and monitors all purchasing and procurement operations and activities to ensure cost effectiveness and compliance with Massachusetts General Laws.
4. Prepares, advertises, coordinates, and oversees the bidding of all contracts within the Department of Public Works, with technical support from Engineering and other Public Works division supervisors. Writes Requests For Proposals (RFP's) and Invitations For Bids (IFB's).
5. Obtains price quotations for supplies and services from qualified vendors in instances where bids are not required.
6. Maintains records of all bids and purchases.
7. Advises Public Works and other Town Staff on purchasing procedures and requirements.
8. Assists as required in the preparation of property damage reports, coordinating with the Town's insurance company to determine liability, and coordinating with the person(s) receiving damage.
9. Assists in the preparation of advertisements for posting/newspaper, evaluates applications, checks references, conducts interviews, and makes recommendation to the Director of Public Works. Conducts orientation and trains new employees.
10. Acts as a member of the Negotiation Team for Town unions.
11. Acts as a point of contact for MIIA Rewards and Grants; responsible for acquiring and coordinating Town-wide information for credits and grants.
12. Chairs the Safety Committee. Works with the MIIA Loss Control Representative to implement quarterly meetings.
13. Oversees State and Federal programs, including funding and tracking expenditures.
14. Oversees the SeeClickFix customer service tracking system.
15. Oversees the Capital Improvement Plan for the Department of Public Works.
16. Prepares, presents, and implements the annual budget for the Administrative Services Department and the Department of Public Works. Enters budget into Munis software and oversees salaries, operating expenses, and capital expenditures. Provides budgetary support for all other Town departments.
17. Works closely with the Data Processing Coordinator to improve and upgrade all computers and processing systems of the Public Works Department. Maintains knowledge of all Data Processing Systems used by DPW staff.
18. Maintains both manual and computerized records of the Department (financial or otherwise, including confidential and classified files) as required to develop reports and schedules for decision making.
19. Interacts with Boards, Committees, State, Federal and local officials and agencies, Town Departments, contractors, vendors, and the general public as required.
20. Performs other duties as required or assigned.



Business Administrator, Cont.

Peripheral Duties

1. Participates in various committees, as assigned.
2. Regularly updates knowledge by reading and studying journals/periodicals in the area of expertise, meeting with others in the field, including the Massachusetts Association of Public Purchasing Officials, and/or attending specialized training courses/seminars.

Supervisory Responsibility

1. Exercises general supervision over clerical, administrative, and professional staff as assigned. Responsible for departmental budgets for the Administrative Services Department and the Department of Public Works.

Competencies

Personal Effectiveness	Credibility / Confidentiality	Thoroughness & Attention to Detail
Collaborative Skills	Communication Proficiency	Resource Management
Technical Knowledge	Planning & Organizing	Quality Control
Discernment/Judgment	Problem Solving	Customer Service

Work Environment

Work is performed in an office environment. The noise level is usually quiet

Physical Demands

While performing the duties of this job, the employee is frequently required sit and talk or hear. The employee is occasionally required to walk, balance, stoop, kneel, crouch, crawl, use hands to finger, handle, or operate objects, tools, or controls, reach with hands and arms, and operate a motor vehicle. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Hours

This is a full time position with typical 37.5 hours per week. Some fluctuation may occur to cover Town Hall operating hours of 7:30 AM to 5:30 PM Monday, Wednesday, Thursday, and 7:30AM to 7:00 PM Tuesday. Town Hall is closed on Fridays. Occasional off hour meetings may be required.

Minimum Qualifications

1. Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Business Management, or a closely related field; and
2. A minimum of five (5) years of progressively responsible experience in office management, within a municipal environment, including budgeting and communications; 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.

Special Requirements

1. Must possess and maintain a valid State driver's license or have the ability to obtain one prior to employment;
2. Must be a Massachusetts Certified Public Purchasing Official (MCPPO) or be able to obtain certification within 18 months of employment.



Business Administrator, Cont.

Additional Knowledge, Skills and Abilities

1. Knowledge of budgeting and related financial management practices;
2. Basic understanding of the Massachusetts General Laws relating to municipal government, particularly the Uniform Procurement Act and other procurement laws and regulations;
3. Basic understanding of local municipal By-Laws, including personnel;
4. Working knowledge of the principles and practices of modern public administration;
5. Excellent organizational and multi-tasking skills;
6. Ability to organize and delegate duties to subordinates performing diverse duties and to coordinate activities to achieve and maintain the desired level of municipal services;
7. Skill in developing and maintaining favorable public relations;
8. Ability to exercise independent judgment in the application of prescribed procedures and methods;
9. Excellent conceptual thinking and problem-solving skills;
10. Ability to communicate effectively, orally and in writing;
11. Ability to establish and maintain effective working relationships with employees, supervisors, Town Officials, other Town departments, outside agencies, vendors, contractors, union officials, and the public;
12. Skill in the operation of computers and assigned software, including Microsoft Office, Munis, CommBuys, and SeeClickFix.
13. Skill in the operation of all office equipment;
14. Working knowledge of modern records management techniques;
15. Ability to supervise, guide, direct, and motivate employees and volunteers;
16. Ability to maintain confidential information.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the Town of Reading within the scope of departmental needs.

Signatures

This job description has been approved by all levels of management:

Town Manager: _____ HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____