

CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

DIVISION OF PERSONNEL

DONALD R. GREBIEN
MAYOR

INTERNAL/EXTERNAL BIDS

NOTICE

The City of Pawtucket is posting the following vacancy in Local 3960 AFSCME:

#	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Public Works	Public Works	Business Manager	Pay Range: 13T-\$57,830.28-\$66,880.81

Scheduled Hours: 7:30 a.m. – 4:30 p.m.

Please submit the following:

- a cover letter;
- resume;
- City of Pawtucket employment application, which can be found at www.pawtucketri.com under employment opportunities (<http://www.pawtucketri.com/personnel-department>);
- Copy of most recent diploma (Associates or Bachelors).

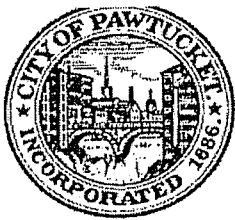
Please email your entire packet to: HR@pawtucketri.com.

MINIMUM REQUIREMENTS:

- Associate's Degree or equivalent from two-year college or technical school; with five (5) years related experience and knowledge of business management and municipal accounting; or equivalent combination of education and experience.
- Bachelor's Degree preferred.

Application Period: **February 22, 2019 – until filled**

The City of Pawtucket is an Equal Opportunity/Affirmative Action Employer and fully complies with the American with Disabilities Act.



CITY OF PAWTUCKET

Job Description

Job Title: BUSINESS MANAGER
Department: PUBLIC WORKS
Reports To: DIRECTOR OF PUBLIC WORKS
Pay Grade: 13T
Prepared By: EJE
Prepared Date: 11/17/2018
Approved By: SARA MIRANDA
Approved Date: 12/4/2018

SUMMARY

The Business Manager is responsible for the management of all business functions of the department including financial reporting, billing, accounts payable, planning, organizing, budgeting, purchasing, and procedural development. Assists in the recruitment, hiring, training and supervision of clerical staff. Ability to make sound decisions in regards to managing all business functions, coordinating on-going projects and compile, review, and interpret complex financial data. Ability to work independently and in conjunction with other departments as well as outside consultants, auditors, and various associations to meet Dept of Public Works objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Position is responsible for the following; other related duties may be assigned as needed.

- Manages the financial planning and accounting practices of the Department. Sets policies and procedures for business and accounting functions. Establishes and maintains systems and controls that verify the integrity of all systems, processes, and data.
- Insures accurate and timely processing of accounts receivable, accounts payable processing, payroll and purchase orders. Prepares financial reports necessary for the department and regulatory agencies.
- Trains and supervises clerical and department staff on standard operating procedures to insure consistent output. Schedules and manages workload requirements for business office staff. Provides leadership and direction to clerical staff.
- Coordinates with the City's solid waste collection program.
- Advises the DPW Director of problems, concerns, and challenges related to the division.
- Keeps public records, pertaining to financial matters, for department.
- Interfaces routinely with the Division Managers, consultants, and operational staff to develop strategic planning documents, budget, operations, and public relations information.
- Coordinates with the City's Finance Department, Purchasing, Treasurer/Collector and other City departments as necessary. Attends budget meetings with other Departments, Finance Committee, and City officials.
- Attends City Council meetings, as necessary, to discuss issues pertaining to DPW finances.

- Communicates with office staff, co-workers, management, customers, government officials, consultants, and vendors while conforming to all regulations and policies.
- Manages business operations including financial and legal issues, capital project oversight, personnel, contracts, customer relations, and equipment maintenance. Manages maintenance of personnel files requiring strict confidentiality.
- Tracks and manages State training requirements for licensed staff.
- Projects annual revenue, conducts rate studies, and makes rate recommendations in conjunction with long term fiscal planning.
- Sets goals for business office and monitors progress in attaining goals.
- Audits month-end reports, reconciles bank statements, and compiles fixed asset reports.
- Directs operational staff to obtain meter readings, meter changes and respond to customer service requests.
- Establishes and maintains procedures and ordering schedule for the purchase of chemicals and supplies. Performs purchasing activities for the Department. Identifies areas for cost improvement and manages procurement process to realize savings and comply with State procurement requirements. Negotiates pricing with vendors.

Participates in various special projects as assigned.

- In coordination with the Information Technology Department, maintains billing system(s) and implements new technology to insure efficient and accurate procedures.
- Processes claims and Freedom of Information Act request as necessary for the Department.
- Participates on interdepartmental teams and working groups as assigned by the DPW Director

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess excellent verbal, written, communication and demonstrated supervisory skills. Computer skills required for billing, collections and payroll experience preferred, specifically knowledge of MUNIS accounting software. Must have expertise in sourcing, pricing, negotiating, and purchasing goods and services required by the department. Strong interpersonal skills; ability to handle feedback regarding City services. In depth knowledge of municipal government operations. Ability to independently structure, collect, analyze and present information in municipal reports. First class customer service with ability to triage and resolve feedback from customers. Must be able to prioritize work to meet schedules and deadlines.

EDUCATION and/or EXPERIENCE

Associates degree required with a minimum of five years' experience and knowledge of business management and municipal accounting or the equivalent combination of education and experience is required. Bachelor's degree preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret financial reports, general business periodicals, professional journals, technical procedures or governmental regulations, and legal documents in English.

Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Ability to write reports, business correspondence, and procedure manuals. Ability to write speeches and articles for publication that conform to prescribed style and format.

Ability to effectively present information, both orally and in writing, to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio and percent. Ability to draw and interpret bar graphs. Ability to apply concepts of complex algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

Normal office environment not subject to extremes in temperature, noise, etc. Occasionally, may have to work outside as necessary and directed by the DPW Director. May spend extended periods at computer terminal, on telephone or operating other office equipment requiring eye-hand coordination and finger dexterity. May be required to travel and operate equipment as

directed by the DPW Director. Occasional lifting up to 25lbs, standing, bending and carrying of files, documents and records. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.