



Town of Salisbury
5 Beach Road
Salisbury, Massachusetts 01952

James J. Ryan
Chief Aide/Human Resources

(T) 978-462-8232 x125
(F) 978-499-3890

BUSINESS MANAGER

POSITION OVERVIEW

POSITION: Business Manager

DEPARTMENT: Department of Public Works

HOURS OF WORK: 37.5 Hours Weekly

CLASSIFICATION: Full-Time, Union Position

COMPENSATION: \$55,000-\$65,000 depending on qualifications, generous benefits package

The Business Manager oversees all business operations of Public works, specifically in the areas of finance, procurement, and budgeting. This position is responsible for the administrative work as it relates to payroll, accounts payable, and accounts receivable for the Department. This position has oversight over the departments work-order system and customer service programs. This position assists with several management aspects as well. The Business Manager will often act as the liaison between Public Works and other departments within the Town.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities include, but are not limited to, the following and other reasonably related tasks:

- Responsible for the direction, operation, maintenance, and continuous improvement of all administrative functions of the Public Works Department;
- Manages department administrative and seasonal personnel which includes hiring in consultation with Human Resources and scheduling;
- Provides advice and technical assistance in solving problems and improving operations;
- Will implement and change how services are delivered to customers based on current and future needs;
- Assists staff with meeting Department of Transportation and Federal Motor Carrier Standards requirements;
- Responsible for the preparation and submission of project reports;
- Prepares and submits annually the Public Works Town Report;
- Assists in the preparation of operating, maintenance, and capital improvement budgets;
- Works with the Director and Foreman to procure big capital purchases;
- Maintains an accurate record of equipment and vehicle information, updated annually;
- Tracks training of staff to meet current or anticipated technical or regulatory requirements;
- Responds sensitively and constructively to citizen complaints;
- May be required to be present to monitor operations, for extended periods of time, during snow and storm events and other emergencies;
- Compiles, maintains, and monitors Public Works budgets and related operational activity throughout the year;
- Processes departmental payroll, accounts payable, and accounts receivable for various funds;
- Provides administrative assistance to the Director by organizing and directing the administrative and clerical operations of the Public Works Department;
- Management, oversight, and trouble shooting of all utility billing;
- Management of the Town owned street lights with the Town's street light maintenance vendor;
- Manages legislatively earmarked funds, Chapter 90 funds, mitigation funds from local development, and grant funds from various Federal, State and local sources;
- Manages all of the contracts for services between vendors and the Public Works Department;
- Oversees the Department's record retention program in accordance with State requirements;

- May perform duties during other hours not considered to be part of the normal work day;
- Manages the Department's website page and utilizes Code Red for urgent communications;
- Assists with social media related tasks in coordination with the Town;
- Coordinates media statements, press releases, interdepartmental correspondence, and public relations duties for the department.

SUPERVISION

The Business Manager reports to the Public Works Director, Town Manager, or their designee.

REQUIRED SKILLS AND QUALITIES

- Ability to track expenditures in a budget;
- Ability to effectively manage others;
- Strong verbal and written communication skills;
- Ability to navigate new technologies with minimal learning curve;
- Polite and professional demeanor;
- Ability to maintain professionalism when working with an unsatisfied customer;
- Strong interpersonal and organizational skills;
- Must be able to multi-task;
- Ability to understand and enforce policy directives;
- Must be a self-motivated problem solver;
- Ability to exercise independent judgement when addressing multiple and complex issues;

MINIMUM QUALIFICATIONS

To be considered for this position, applicants must have at a minimum the following:

- Associates degree in business or another reasonably related field;
- Four (4) years' full-time experience working in an office environment;
- Familiarity with budgeting, payroll, and accounts payable;
- Proficiency with Microsoft Word, Excel, PowerPoint, and email;
- Valid Massachusetts or New Hampshire driver's license;
- Must have a reliable mode of transportation;
- Ability to pass a CORI;

DESIRED QUALITIES AND QUALIFICATIONS

Applicants will gain special consideration if they have the following qualities or qualifications:

- Bachelor's degree (or higher) in accounting, finance, construction management, business, or public management;
- Experience with Massachusetts procurement laws;
- Certified MCPPO;
- Direct experience processing payroll for a business with five or more people;
- Full-time experience working for a non-Public Works Department;
- Experience managing different funds or managing contracts;
- Full-time experience directly managing and scheduling staff;
- Understanding of Massachusetts municipal budgeting and finance laws;
- Full or Part-time experience working for a Massachusetts Public Works Department;

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work environment is that similar to an office environment and includes varying levels of noise from visitors, telephones, office equipment, and computers. Must be able to use computers, telephones, and other office equipment as required. Must be able to perform this job through regular interruptions in workflow. Environment includes

interacting with co-workers, other town employees, residents, contractors and interest groups. Standing, walking, bending, crouching, seeing, hearing, talking, carrying, climbing and the ability to lift 20lbs is required.

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

The Town of Salisbury is an EEO/ADA Employer