



**Class Title:** BUSINESS MANAGER

**Classification:** MANAGEMENT TEAM- NON EXECUTIVE-AT WILL  
**Salary:** DOQ

**Department:** Administrative Services  
**Reports To:** Administrative Services Manager/City Manager

Last Reviewed: 8.1.23

## **POSITION SUMMARY**

This position is at-will. This position leadership and inter-departmental coordination for emergency response, financial utilities, economic development and HR operations. This work involves providing subject matter expertise in public finance, treasury, public investment and human resources and administrative operations.

This position is responsible for specific financial functions of the City including SAO Annual reports, claims, bank reconciliations, developing systems and periodic reports and other relevant assignments. HR responsibilities include review of policies and procedures, management of HR/Payroll claims with State and Federal agencies and similar tasks.

This position may have hiring/firing authority, will lead labor negotiations and will access confidential information.

## **GENERAL DESCRIPTION**

This position will be consistent with the functions of Comptrollers, Finance Managers and HR Administrators. This position will be salaried and may opt out of health benefits if provided through spouse/partner.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Provides leadership and direction in the development of short and long range financial plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional financial advice to city manager and or council; requires independent judgment and discretion; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; supports City Manager in preparation of the annual budget; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

#### **DESIRED MINIMUM QUALIFICATIONS**

- Bachelor's Degree in Public Administration, Health Administration, Business Administration or a related field that provides necessary skills and abilities
- Five years increasingly responsible experience in a fast paced environment with a focus on finance, HR, operations administration. Private sector experienced preferred.
- Excellent oral and written communication skills
- Ability to analyze and articulate complex issues encompassing a wide variety of disciplines to various audiences
- Experience with public accounting, emergency management, mediation, operations and systems improvement.

#### Preferred qualifications

- 4 year college degree.
- Experience in intergovernmental relations
- Lean Sigma or similar training.
- Emergency management and response certifications