



**Job Title:** Business Manager  
**Department:** Department of Public Works  
**Hours:** Monday – Thursday 8:15 AM – 5:00 PM, Friday 8:15 AM – 12:15 PM  
**Salary:** \$75,000 - \$95,000 annually. This is a union position.

**DESCRIPTION:**

The City of Revere is seeking a creative, visionary professional to fill (hours/week) position of Business Manager – Department of Public Works. This is a newly created position that will provide direct supervisory leadership and project management within the Department of Public Works with a particular focus on the management of the overall budget. The person in this position will be expected to not only ensure that the department stays within its' budget but will also propose innovative cost savings solutions. The Business Manager will also be responsible for creating policies and making decisions with regard to operations and functioning of the business operations within the department.

**ESSENTIAL FUNCTIONS:**

The essential functions or duties listed below are intended as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position.

- Responsible for the day-to-day administrative operations of the department.
- Provides general but not direct oversight to the water/sewer billing department.
- Assist with posting and screening potential DPW office personnel.
- Train and supervise office staff.
- Responsible for direct supervision of other public works employees as directed by the Chief of Infrastructure.
- Creates, promotes, and enforces policies designed to enhance the functioning of the departments business operations.
- Assists with the creation of and actively manages the department budget.
- Oversee department financial management while directing day to day processing of accounts receivable and accounts payable.
- Tracks expenses and uses data management techniques to identify expenditures that are excessive and/or could be reduced.

- Works with the Chief of Infrastructure to create, plan and implement cost savings measures.
- Manages department purchase orders and conduct all department banking.
- Assist in the development, review and procurement of Requests for Proposals, Requests for Qualifications, Bid Documents, consultant agreements, and construction contracts; coordinate information requirements, schedules and deadlines with regard to assigned projects and provide information and answer questions relative to project status including work progress and budgetary matters.
- Works with the Director of Finance to review and renegotiate contracts and consulting agreements.
- Assist the Chief of Infrastructure with personnel matters including grievances and collective bargaining.
- Acts as the project manager for all Public Works projects.
- Performs the administrative duties of the Chief of Infrastructure.
- Reviews and approves the use of contractors as directed by the Chief of Infrastructure.
- Responds to complaints, questions and requests for information and services from citizens, contractors, utilities, and other departments.
- Prepares miscellaneous reports and presentations.
- Performs other related duties as required.

#### **QUALIFICATIONS:**

- Bachelor's degree in Public Management, Finance, Accounting, Business Management, or similar discipline required. Master's degree preferred.
- At least three to five (3-5) years of related experience preferably in a municipal setting.
- One to three (1-3) years of supervisory experience preferably in a municipal setting.
- One to three (1-3) years of project management experience.
- Must be able to demonstrate excellent communication, personnel management, and interpersonal skills.
- Revere residency preferred.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

##### Knowledge:

- Knowledge of best practices in the field of municipal finance and financial management.
- Proficiency in use of technology such as laptop computers and tablets.
- Knowledge of MS Office products which include Outlook, Word, Excel, and PowerPoint.
- Knowledge of operation of standard office equipment, e.g. computers, fax, phone, printer, photocopier, and scanner.

##### Skills:

- Strong problem solving and interpersonal skills.
- Strong community organization skills.

##### Abilities:

- Ability to maintain strict confidentiality.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively and efficiently verbally and in writing.
- Ability to properly plan and prioritize work.

### **WORK ENVIRONMENT**

Work is performed primarily in office conditions during regular business hours but at times requires onsite work during construction or supervision of a project. When working outside the employee may be subjected to harsh weather conditions as heavy rain, snow, flooding, hot and cold weather conditions. The work involves sitting, standing, walking, and stooping. The employee may be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

### **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online at [www.revere.org/jobs](http://www.revere.org/jobs). Please submit a resume, cover letter and salary requirements with your application.