

**TOWN OF WAYLAND  
POSITION DESCRIPTION**

**Title:** Facilities Business Manager

**Department:** Facilities

**Appointing Authority:** Town Manager

**Affiliation:** Non-Union

**Grade:** N-7

**Personnel Board Approved:** 10/7/2019

**Summary of Duties:**

Professional, administrative, and supervisory work in coordinating and overseeing the administrative operations of the Facilities Department; all other related work as required.

**Supervision Received:**

Reports to and works under the general direction of the Director. Performs complex and responsible functions requiring the exercise of discretion and independent judgment.

Works independently, generally setting own daily work plan and choosing between appropriate courses of action to achieve defined objectives; refers circumstances to the Director as necessary.

**Supervision Exercised:**

Manages the administrative operations in the absence of the Director.

**Job Environment:**

Office work is performed under typical office conditions; occasional exposure to variable outdoor weather conditions and hazards associated with outdoor projects and facilities; may be required to attend meetings during non-business hours.

Operates computers and standard office equipment and communications, including telephone, facsimile machine, and copy machine.

Has frequent contact with the public, other Town officials, state and regional government agencies, contractors and vendors; contacts are in person, by phone or in writing and involve discussing complex information; close cooperation, coordination and collaboration is required with other Town departments.

Has access to department-related confidential information.

Errors in administrative oversight could result in lower standards of service, sub-standard construction and facilities, and inadequate maintenance programs, with consequent danger to public safety; errors in supervisory and financial decisions could result in excessive costs.

**Essential Functions:**

The essential functions or duties listed below are intended only as illustrations of the various types 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 a logical assignment to the position.

Performs a variety of responsible, comprehensive functions of an administrative nature requiring the exercise of discretion, judgment and the ability to interpret guidelines and carry out assignments independently

Under the direction of Facilities Director, manages the administrative and clerical support functions of Facilities.

Performs a variety of departmental duties including correspondence, billing, accounts payable, account receivables, and answering requests for information from the public and vendors.

Manages the lifecycle of contracts and documents related to the contract process. Assists in the bidding process and updating the Town website.

Provides contract and financial management for the Department's projects and initiatives.

Develops an efficient and effective distribution of Facilities administrative work; manages the Facilities administrative processes.

Recommends administrative operating procedures to the Facilities Director. Provides financial coordination with Town Finance Director relative to Department functions.

Works with Facilities personnel to assist in projecting needed funding levels; reviews and researches historical spending patterns; responsible for preparation and tracking of Department's operating and capital budgets.

Monitors expenditures and budgeted account balances; reconciles, produces, and distributes monthly and year-end reports to Facilities staff and Director; investigates and reconciles discrepancies.

Oversees the purchasing and inventory of Facilities office supplies; oversees the operation of office equipment.

May assist in the application and administration of Facilities grants; provides financial and logistical analysis of Department initiatives.

May assist in tracking and maintaining of Facilities inventories.

Assists in the preparation, advertising, bid opening, tabulation, analysis and notification of results and awards for Facilities contracts.

Coordinates Facilities billing and collection functions with Town financial offices.

Assists in the preparation and timely submission of payroll and attendance.

Creates, updates and tracks Department messaging on Town website.

Oversees the accuracy and maintenance of all Facilities office files.

Performs and manages the Department's Accounts Payable and Receivable programs.

May prepare correspondence, reports and memoranda on behalf of the department.

Maintains cooperative working relationship with other departments, employees, vendors, contractors and the public; answers questions and resolves issues.

Supports boards and committees for which the Facilities Director is liaison. Assists with and preparing packets and distributing in advance of meetings.

Works on special projects as assigned by the Facilities Director.

Performs similar or related duties as needed.

**Recommended Minimum Qualifications Education:**

Bachelor's Degree in a related field of endeavor.

**Experience:**

Over 4 years of progressively responsible administrative experience, experience in a municipal setting is strongly preferred.

**Substitutions:**

Additional years of relevant education may be substituted for the experience requirement on a year for year basis.

**Knowledge, Abilities and Skills:**

Knowledge of municipal or Facilities operations, services and activities. Knowledge of budget preparation and administration practices. Knowledge of personal computers and related software programs. Ability to analyze billing programs, policies and operational requirements. Principles and practices of task development and administration.

Ability to prepare clear and concise administrative and financial reports.

Ability to analyze problems, identify solutions, project consequences of proposed actions and implement recommendations in support of goals.

Ability to work independently and as a team member.

Ability to learn state bidding practices and management of state contracts.

Ability to lead staff and direct workflow.

Ability to coordinate administrative functions requiring independent judgment.

Ability to understand applicable federal, state and Town bylaw rules and regulations.

Ability to maintain effective working and professional relationships with employees, officials, contractor, vendors, residents and the public.

Skill and ability to operate a personal computer and a variety of office equipment.

Ability to maintain the confidentiality of information.

Ability to communicate effectively, both orally and in writing.

Ability to develop administrative procedures to accomplish designated goals and objectives.

### **Physical Requirements**

Minimal physical effort required in performing duties under typical office conditions. Ability to operate a PC, keyboard and calculator at efficient speed and view computer screens for extended periods of time. Specific vision requirements include close vision and the ability to adjust focus. Ability to sit, talk, hear and listen. Ability to occasionally conduct site visits of department assets and move about work sites.

*This job description is subject to change by the employer, as the needs of the employer and requirements of the job change.*