

# CITY OF KETCHUM

## JOB DESCRIPTION

**JOB TITLE:** Business Manager

**DATE LAST REVISED:** 3/23/2021

**DEPARTMENT:** Administrative Services

### **JOB SUMMARY**

The Business Manager is a full-time position responsible for the coordination of all non-financial internal services to support all city operations. This is a high-level administrative position requiring strategic evaluation skills as well as attention to detail. This position requires skills associated with leading business process improvement efforts.

### **DUTIES AND RESPONSIBILITIES**

#### ***Essential***

- Oversee existing procurement/contract management process and lead future process improvements.
- Serve as liaison to all IT vendors (computers, copiers, printers, software). Work with all city departments to identify future IT needs.
- Oversee Community Service Officers who serve to enforce both parking and non-emergency city code. Work with City Administrator to mature Parking Management Strategies.
- Lead process to manage existing vehicles/major equipment and future replacement needs.
- Serve as lead for all Risk Management activities in coordination with Idaho Counties Risk Management Program (ICMRP).
- Lead citywide efforts to identify and implement business process optimization opportunities.

#### ***Additional***

- Assist with strategic miscellaneous financial and human resource projects.
- Receive cross training to back up other team members when on vacation.
- Perform other duties as assigned.

### **QUALIFICATIONS**

#### ***Essential***

- Manual dexterity to operate office machines.
- Must be able to pass a criminal background check.
- Ability to express ideas orally and in writing in a clear, concise manner, and to follow oral instructions.
- Ability to act appropriately in stressful situations while dealing effectively and maintaining composure.
- Ability to read and write, and to perform basic math.
- Ability to gain knowledge in state and city parking laws.

#### ***Preferred***

- Bachelor's degree in business, management or related field
- 3-5 years of experience as a business manager or relevant managerial role
- Proved experience in business and strategy development processes
- Strong capabilities with information systems software and financial processes
- Prior industry experience and up-to-date knowledge of relevant trends

### **MACHINES OPERATED**

- Familiarity with Parking Management System
- Proficiency in Microsoft Office Suite products
- Office machines (i.e., telephone, copy machine, keyboard, etc.).