

Business Administrator: The City of Scranton is seeking a Business Administrator. This is a cabinet-level position that serves as chief administrative officer. This position is responsible for management, administration, and supervision of city accounting and financial management, including planning, directing and controlling all departments' budgets to ensure conformance with policy directives, rules, regulations, and Administrative Codes. This position provides professional and technical advice to department directors and bureau chiefs and participates in those areas of work requiring his/her resource and knowledge. Policy direction is received from the Mayor. Essential job functions include preparing the budget and reviewing departmental budgets to ensure compliance with established budgetary policies, practices, and principles; conferring with directors to formulate and develop departmental plans in the fields of finance, personnel, purchasing, training and other municipal services; formulating and implementing all policies, procedures, rules, and regulations concerned with the administration of municipal government; meeting with representatives of employee unions and participating in labor contract negotiations; and providing guidance to directors and bureau heads in accomplishing their administrative functions. Required skills include knowledge of present day concepts to the field of public administration; knowledge of fiscal policies and procedures as they apply to municipal finance administration; knowledge of the operation of a central purchasing system; and ability to plan, organize, and direct the programs and activities of a department, and to supervise staff. Requirements include an M.S. in public administration or related field, or other relevant experience. A Master's Degree, M.B.A., J.D., and/or C.P.A. is preferred. Other requirements include experience in planning, organizing, and directing administrative services, and/or experience in the area of municipal finance administration, accounting, banking, and/or business administration. **The Business Administrator must attain a residence in the City of Scranton within six (6) months from date of his or her appointment.**