



City of Breese

500 N. 1st St. • Breese, IL 62230

618.526.7731

www.breese.org

DUTIES OF CITY BUSINESS ADMINISTRATOR:

- The City Business Administrator shall coordinate and assist with the planning, organization, monitoring and analysis of the business activities of the City Of Breese and its Departments, including contracting, Tax Increment Financing, Grant Writing and Economic Development.
- The position shall coordinate business activities, with City Departments, staff and outside agencies and coordinate project efforts with department superintendents and assistants as they pertain to City business matters; and, working with the City Collector, coordinate the development and analysis of the City budget.
- The Business Administrator shall develop fiscal control systems as well as review and monitor budget activities.
- The City Business Administrator shall oversee the fiscal management of the City Golf Course and City Ambulance Department.
- The City Business Administrator shall coordinate and provide financial reporting to the City Auditors and the Treasurer.
- The City Business Administrator shall advise the Mayor and the Council of matters pertaining to the business activities of the City and shall perform such other duties as directed by the Mayor.
- The City Business Administrator shall report to and serve at the direction of the Mayor.
- The residential requirement is to live within 10 miles of the City limits.