

Massachusetts State College Building Authority

Director of Administration and Budget

PRIMARY FUNCTIONS:

- Oversee administrative staff and work with all departments to ensure consistency in procedures and objectives in all aspects of Authority business.
- Manage the development of the MSCBA operating budget, residence hall trust fund budgets, and student life budgets as well as assessments to the Universities and Community Colleges and debt service payments to the Trustee.
- Act as the Authority's payroll and human resources manager and Public Records Officer.
- Manage the relationship and contract with the information technology provider and act as a liaison for the staff.

ORGANIZATIONAL SUMMARY:

Reports to the Deputy Director, Administration and Finance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage the bi-weekly payroll processing.
- Serve as the Authority's benefits coordinator for administration of health and dental insurance and other benefits, such as pre-tax medical and day care expense reimbursement programs, retirement, deferred compensation, unemployment, etc., as well as processing applications for paid leave and post-employment benefits. Responsible for keeping staff informed and processing documents on all matters of insurance and other benefits. Keep confidential personnel records, prepare documents relating to annual performance evaluations, hiring, retirement, separation, and all other personnel actions.
- Lead administrative staff in the various tasks involved in keeping the day-to-day operations of the office running smoothly, e.g., maintaining inventories of supplies, and managing operating contracts for vendors, such as general counsel, public finance services for borrowing and compliance activities, HVAC, telephone, computers, printing services, furniture and equipment, and office space management, including monitoring performance and approving invoices.
- Manage the relationship and contract with the information technology provider and act as a liaison for the staff. Serve as point person for routine operations, system upgrades, and needs for new hardware, software, and applications. Review service requests and schedule monthly training sessions, as needed.
- Supervise the MSCBA board-related activities, such as scheduling, record-keeping, minute-taking, public notice requirements, coordinating with Department of Higher

Education and other government and legislative staff in tracking Board agenda requirements, preparing documentation and assembling the monthly Board meeting agenda and materials.

- Assist with the renewal of property and liability insurance policies and claims activities.
- Working with the Deputy Director, Administration and Finance, evaluate, organize, and update paper and electronic filing systems and all aspects of record-keeping, including consolidation of data into the Authority's project management and accounting software. Assist with updates to the Authority's Strategic Plan.
- Manage real estate records such as deeds and ground leases for Authority projects and administer the lease for the Authority's office space.
- Manage the intake of public records requests, collection of documents, and tracking of deadlines.
- Enhance the diversity, equity, and inclusion program tracking and reporting.
- Develop and communicate packages for the residence halls annual budget and rent-setting cycle and develop recommendation and supporting analysis for rents and budgets for approval of the Authority's Board and the Commonwealth's Board of Higher Education.
 - Review campus submissions for accuracy, identify trends, and year-to-year changes and create combined budget overview.
 - Coordinate with other financial staff as needed to ensure proposed rates and charges will be adequate to cover all obligations.
- Develop packages for annual assessments for student life projects consisting of debt service, capital improvement reserves, and allocations of MSCBA operating budget and insurance.
- Manage the semi-annual campus assessment process to assure sufficient revenue is allocated and collected from each campus to meet all Authority debt and other obligations. Coordinate with other Authority staff and trustee bank as needed to assure all debt obligations are met on time.
- Manage the reporting and tracking of occupancy and pledged trust fund certification.
- Assist in the issuance of Authority bonds and ensure post issuance compliance.
- Develop long-range projections for proposed projects and capital renewal funding plan. Monitor proposed legislation and publications of the Board of Higher Education for impact to the Authority's planning and operations.

SKILLS, KNOWLEDGE, QUALIFICATIONS, & EXPERIENCE:

Educational and experience requirements include:

A minimum of 10 years' administrative, budget, and supervisory experience; demonstrated ability to manage multiple projects at once. Ability to maintain confidentiality and manage

relations among staff members, Board members, legal counsel, state university personnel, and contractors.

A bachelor degree in Business Administration, Finance, Accounting, or Political Science. A master's degree in a related field, is desirable.

Prior experience in government and/or higher education institutions is desirable.

Excellent oral and written communication ability required. Ability to compose correspondence, reports, evaluations, and other documents quickly and accurately.

- Strong Excel, PowerPoint, and Word skills and demonstrated competence with other MS Office applications; ability to learn new applications and train administrative staff as required. Experience with Sage/Timberline and Paychex is desirable.

During the coronavirus pandemic, and consistent with the Governor's emergency order, the Authority moved to remote operations in March 2020. Some staff are presently working intermittently from the office; most are remote. Applicants for this position should be mindful of the fluid situation regarding remote work, and should expect to work in the office, as required to perform the duties of the position and as permitted by public health and safety protocols.

Application for Employment

*THE MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY
IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER
AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR,
SEX, SEXUAL ORIENTATION, AGE, NATIONAL ORIGIN, VETERAN STATUS,
DISABILITY, OR MEMBERSHIP IN ANY OTHER
CLASS PROTECTED BY APPLICABLE LAW*

I. PERSONAL INFORMATION

Last Name	First Name	M.I.	Email Address
Street Address	City, State	Zip Code	Telephone Number (home) Telephone Number (other)
Referred by	Organization	Title	Telephone Number
Position Desired	Salary Desired	FT / PT	Date Available to Work

II. EDUCATION

Institution	City, State	Degree/Major
Institution	City, State	Degree/Major
Institution	City, State	Degree/Major

III. EMPLOYMENT HISTORY

Please list your employment history over the last ten years, starting with your most recent or current employer. Do not merely state "Refer to resume." Attach extra pages if necessary.

Current/Last Employer	Address	Position	Dates	Reason for Leaving
Employer	Address	Position	Dates	Reason for Leaving
Employer	Address	Position	Dates	Reason for Leaving
Employer	Address	Position	Dates	Reason for Leaving
Employer	Address	Position	Dates	Reason for Leaving
Employer	Address	Position	Dates	Reason for Leaving

IV. OTHER EXPERIENCE

Please describe any relevant personal or professional work skills and experience which you consider of value and which may assist the Authority in considering your application for employment. You may include volunteer experience.

V. WORK ELIGIBILITY – PLEASE READ CAREFULLY

Have you previously worked for the Massachusetts State College Building Authority? If yes, indicate dates and title.

Are any of your relatives employed by the Commonwealth of Massachusetts (which includes any department of state government, including the executive, legislative, or judicial, and all councils thereof and thereunder,

and any division, board, bureau, commission, institution, tribunal, or other instrumentality within such department, and any independent state authority, district, commission, instrumentality or agency, but does not include an agency of a county, city, or town)? For purposes of this question, a "relative" is a spouse, parent, child, or sibling, or the spouse of a parent, child, or sibling.

Are you legally authorized to work in the U.S.? _____ If so, for what period? _____

All persons who are offered a position with the MSCBA will be required to present documentation which establishes their U.S. citizenship or employment authorization.

Have you ever been discharged by a previous employer or resigned after being told that your performance was unsatisfactory? If yes, please explain.

VI. REFERENCES (Do not include names of relatives)

Please provide the following contact information for at least three references, primarily supervisors or colleagues who can attest to your professional experience.

Name	Occupation/Title	Address	Telephone Number	Email
Name	Occupation/Title	Address	Telephone Number	Email
Name	Occupation/Title	Address	Telephone Number	Email

1. All of the information that I have provided on this application is accurate to the best of my knowledge. I authorize the Massachusetts State College Building Authority to make any inquiries to determine my suitability for employment. In signing this application, I understand that my previous and present employers may be asked for information relative to my employment record with them. I hereby release from all liability or damage the Authority and its employees and agents, and those individuals who provide such information. I understand that any false statements made by me or my failure to

answer any applicable questions on the application accurately (i.e., misrepresentation of prior employment, education, or training) will lead to immediate termination of employment.

2. I understand and agree that nothing in this application creates or shall be construed to create an employment contract or term or limit the reasons for or procedures for termination or modification of the employment relationship. I understand and agree that, if hired, my employment will be at-will, for no definite period, and may be terminated at any time with or without cause.
3. In connection with this employment application, the MSCBA may request that an independent report be prepared, which may include information as to my police record and other information which may be considered relevant to my employment with the MSCBA. I have the right to request that the independent agency completely and accurately disclose to me the nature and scope of the information requested. Such a request must be made in writing to the Chief Administrative Officer within a reasonable time after completion of this application.
4. This application will be given every consideration, but its receipt does not imply that the applicant will be employed. The MSCBA may conduct reference checks and confirm your employment record prior to extending an offer of employment.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND PARAGRAPHS NUMBERED 1 THROUGH 4 ABOVE AND I HEREBY AGREE AND CONSENT TO SUCH REQUEST FOR INFORMATION AND OTHER ACTIONS WHICH THE MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY MAY TAKE AS DESCRIBED HEREIN.

SIGNATURE OF APPLICANT

DATE

Notice to Massachusetts Applicants

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

For Human Resources Department Use Only

Interviewed by _____

Date _____

Interviewed by _____

Date _____

Interviewed by _____

Date _____