

## Mission & Responsibilities

The Department of Business Management oversees the following divisions and cost centers:

- General Services
- Human Resources
- Workplace Policy and Compliance
- E/G Channel Administration

Special projects are also assigned to the Department of Business Management by the Town Board.

Grants administration is a component of the Town's Department of General Services. The responsibility for long range planning and funding appropriation, and assisting departmental administrators with project implementation of funded initiatives is coordinated through Business Management Department/General Services. All projects funded in part by grant awards are provided with fiscal oversight by the Department of General Services to ensure compliance with grant award implementation requirements by implementing procedures to authorize Town departments and divisions to proceed with funded projects; monitor projects through implementation; prepare contractual status reports; and perform project closeout for funding reimbursement. The grants administration function shall also coordinate with the Finance Department on a regular basis to provide status reports for grants supporting the Operating and Capital Budgets.

The Business Management departmental administrator shall provide direction and leadership for coordination among departments on major technology initiatives, upon request of the Town Board and/or the Information Technology Department. The intent is to ensure the flow of information and transfer of institutional knowledge and coordinated implementation. Building on the numerous successes of the Town Management Services Administrator, the evolution of information technology upgrades and staffing support shall be continued, with concerted efforts to ensure day-to-day operations to remain under the management of the Information Technology department head.

General Services contracts for certain goods and services in furtherance of the department's mission and projects; provides diversified support services; administers and oversees the Town's applications for State, Federal, and other grants or forms of aid available to municipalities; coordinates with the Town's risk management professionals to conduct periodic reviews of the Town's insurance policies; supervises personnel matters, including assisting departments in recruitment; acts as the Town's designated member to the Labor-Management Committee and the Salary Committee; oversees Workplace Policy and Compliance initiatives; drafts, revises, and analyzes Town-wide policies and procedures in response to requests from the Town Board; provides special project analysis and support services; works with the Town Comptroller and selected consultants to analyze, correct, and improve the Town's financial and audit systems; works with the Town Attorney's office and Town Planning Department to administer and oversee the Town's contracts with cellular carriers for placement of cellular equipment on Town property; oversees the management of the Poxabogue Golf Course and restaurant on behalf of the Town and co-owner Town of East Hampton; and undertakes such other powers and duties as may be prescribed, modified, and revoked from time to time by the Town Board.