

CLASS SPECIFICATION FOR
Business Manager

GENERAL STATEMENT OF DUTIES: Manages the financial, office automation and office support staff function of an agency and serves as a member of the agency's management team; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is professional-level work supervising the accounting function of an agency, typically one with multiple funding, various revenue sources or a very large budget. Positions in this class work closely with Information Technology in designing systems to accomplish a variety of financial and record-keeping activities. Once systems are designed this class supervises the implementation, maintenance and updating of them. Supervision is exercised over a support staff, frequently through a subordinate supervisory staff member. Work is performed independently under the general supervision of the agency head or assistant.

EXAMPLES OF WORK (illustrative only):

- Develops methods for review of management systems including agency organization, manpower and staffing, budgeting and budget monitoring procedures, general policy development, records and records-maintenance procedures, accounting procedures, equipment, materials and supply purchases and inventory systems, costing procedures, cost analysis, fee scheduling, and operations methods;
- Coordinates the preparation of the agency general operating budget (which may include County, State and federal budgets) and capital improvement budget;
- Serves as data processing interface/liason for agency with responsibility for coordinating the design, implementation, and maintenance of complex systems;
- Supervises record-keeping and records maintenance in accordance with needs and requirements of the agency;
- Establishes systems for obtaining and maintaining statistical data on departmental activities;
- Plans, organizes and directs the work of a large and diverse administrative support unit;
- Conducts independent research and analysis and prepares detailed reports, charts and manuals;
- Conducts training sessions on procedures, forms and other areas on a periodic basis;
- Provides follow-up and individual training on an as-needed basis;
- Attends budget hearings, Board meetings and commission meetings to provide information on and support for agency programs and policies;
- Serves as member of management team, assuring adequate policy and procedural development of fiscal, administrative and facility-related areas;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Considerable knowledge of administrative practices and procedures; considerable knowledge of research and accounting procedures; considerable knowledge of office automation; ability to effectively interface between the agency and Information Technology; ability to prepare detailed financial, statistical and narrative reports; ability to effectively supervise; ability to speak effectively and persuasively before large groups as well as to individuals; ability to establish and maintain effective working relationships with employees and the public; tact; initiative; good judgment.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in business, public administration or accounting, and three (3) years of accounting, financial management or related experience, preferably including one (1) year in a supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

BB22
Revised 07/10/01
G

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.