

CLASS SPECIFICATION FOR
Senior Business Supervisor

GENERAL STATEMENT OF DUTIES: Supervises the financial and office-support functions in a large or financially complex department or agency which does not have a Business Manager or Controller; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is professional work supervising the financial and administrative support functions of an agency. It is distinguished from the Business Supervisor class in that it functions with greater independence of action, supervises more complicated financial activities, and is assigned to larger or more complex agencies which do not have a Business Manager or Controller. The incumbent oversees budget preparation/monitoring, departmental accounting and purchasing activities, as well as other administrative support functions. The incumbent also coordinates the office-automation functions for the department, and serves as liaison with Information Technology in the development of financial and data tracking systems. Supervision is exercised over subordinate staff. Work is performed under the general supervision of the agency head or assistant.

EXAMPLES OF WORK (illustrative only):

- Coordinates the preparation, development and submittal of the agency's annual operating budget (that may include County, State and/or Federal funding sources);
- Maintains financial records for agency;
- Authorizes invoices, IDT's and purchase orders, in control of office expenditures;
- Receives cash and receipts and ensures proper record-keeping and safekeeping;
- Attends budget hearings and Board and commission meetings, as directed, to provide information on/support for agency requests, programs and policies;
- Supervises clerical staff, with duties to include selection, training, evaluation and discipline;
- Oversees time-reporting for the agency;
- Coordinates record-keeping and records maintenance in accordance with needs and requirements of agency;
- Participates in the establishment of systems for obtaining and maintaining statistical data on departmental activities;
- May serve as liaison to Information Technology in the development, implementation and maintenance of financial and basic on-line systems that aid in the operation and activities of the agency;
- Conducts training sessions on procedures, forms and in other administrative areas on a periodic basis;
- Researches, analyzes and compiles financial and operating data for internal and external reporting purposes;
- Prepares complex financial and statistical reports;
- Maintains confidential files for agency head;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of administrative practices and procedures; good knowledge of proper business and accounting procedures; demonstrated ability to manage budget preparation and to effectively monitor expenditures; considerable knowledge of office automation and applications, procedures and equipment; ability to prepare detailed financial, statistical and agency business-related reports, demonstrated skill in training and supervision; ability to effectively organize and delegate diverse work assignments; ability to communicate effectively, both orally and in writing, with a variety of audiences; ability to accurately keep and ensure detailed and complex records; ability to coordinate a variety of tasks simultaneously, ability to exercise discretion and good judgment.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in business, public administration or accounting, and one year of experience supervising an accounting, financial management or related function and personnel; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

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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.