

CLASS SPECIFICATION FOR  
**Business Supervisor**

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

**DISTINGUISHING FEATURES OF THE CLASS:** This is paraprofessional work supervising the financial and clerical-supervision functions of an agency. It is distinguished from the Office Supervisor class in that the Business Supervisor class is assigned only to those agencies that do not have either a Business Manager or Controller. The incumbent oversees budget preparation/monitoring and all purchasing for the department and supervises several clerical positions. The employee coordinates the office-automation functions of the agency, serving as liaison with Information Technology in the development of processing, record-keeping and financial systems, as well as supervising the ongoing training of support employees on personal computer and on-line applications. An employee in this class may also serve as the secretary to the agency head. Receives general supervision and administrative guidance from the agency head or assistant.

**EXAMPLES OF WORK** (illustrative only):

- Assists in developing the agency's annual budget, estimating expenditures for the fiscal year and coordinating budget preparation and submittal;
- Keeps financial records for agency by posting data to ledgers showing funds approved for the fiscal year, those appropriated, transferred and expended;
- 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, as may be appropriate, information on and support for agency requests, programs and policies;
- Supervises clerical staff, with duties to include selection, training, evaluation and discipline;
- Prepares time reporting for agency;
- Coordinates record-keeping and records maintenance in accordance with needs and requirements of agency;
- May serve as liaison to Information Technology in the development, implementation and maintenance of basic on-line systems that aid in the operation and activities of the agency;
- Conducts training sessions for clerical or other staff on agency procedures, forms and policies and provides follow-up and/or individual training on an as needed basis;
- Compiles office operating statistics for internal and external reporting;
- Screens mail and answers routine correspondence;
- May type correspondence, reports, minutes and other documents;
- Maintains confidential files for agency head;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Good knowledge of administrative practices and procedures; good knowledge of proper business and accounting procedures; ability to manage budget preparation and to effectively monitor expenditures; considerable knowledge of office automation practices, procedures and equipment; skill in training and supervision; ability to effectively organize and delegate diverse work assignments; ability to communicate effectively, both orally and in writing; ability to keep accurate records; ability to coordinate a variety of tasks simultaneously. (Some positions may require good typing and/or shorthand skill.)

**MINIMUM EDUCATION AND EXPERIENCE:** Completion of two (2) years of college-level coursework in a related field and three (3) years of related business work experience, including one (1) year of supervisory experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.