

DESCRIPTION: Under general supervision, conducts and supervises the business affairs of an organization and coordinates the business functions and associated work units of an organization; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the first level in a series of three (Business Manager I, II and III). The Business Manager series is focused on the business functions/activities of the agency, such as, fiscal management (which includes budgeting, accounting, purchasing and when assigned, contract administration), material/physical management (which includes fixed assets - long life inventory) and expendable inventory, and frequently, space management, control processes where diverse forms of material/assets could exist, e.g., expendable v. durable, office v. storage), informational management (which includes basic administrative and program-specific record keeping operations and access control procedures, non-technical oversight of the deployment and maintenance of automated systems and data/voice communication networks including websites or databases), and personnel management (primarily related to basic payroll and benefits transactions and procedures to ensure fiscal control). These functions/activities normally would encompass the resources, operations and needs of an organization, whether an entire agency, a free-standing facility or an entity equivalent in scope. The number and size of business functions covered will impact which level the position is assigned to.

The I level is generally found in small agencies or a division of a medium to large-sized agency and may or may not have supervisory responsibilities. A Business Manager I level position is generally focused on one function (usually the fiscal management), is partially technical/transactional in nature, develops internal processes/procedures for the function, gathers/analyzes data/statistics and makes recommendations that are usually accepted by a decision-maker at a higher level. At this level, fiscal management is more of a contributory role to other positions that are charged with the leadership role for this primary area. A Business Manager I may administratively supervise one or two support staff doing work in another field (e.g., building maintenance, human resources), but is not likely to be the subject matter expert for that other field.

The II level generally has responsibility for at least three of the four functions, with personnel management being the least likely responsibility and fiscal management having a significant role. This class is usually found in medium-sized agencies or at a large 24-hour facility. Most positions at this level will have supervisory responsibility over support staff in each of the functions; some may supervise one or two professional level staff. Positions located at large 24-hour facilities, which are part of an even larger agency, will typically have facility budgets closely monitored by a central financial services office and significant budget and procurement decisions will be made by the facility CEO.

The III level is expected to have a significant role in fiscal management, in terms of criticality and time spent, and responsibility for the other functions/activities as well. Positions at this level would be independently responsible for these functions and would typically be expected to supervise professional level and/or supervisory staff (also known as “supervisors of supervisors”). In turn, these professional level/supervisory staff would be charged with handling the daily specialized operations/transactions of the particular function/activity. Positions at this level normally report to an agency director or facility CEO.

A09211 – BUSINESS MANAGER I (continued)

The Business Manager series is distinguished from the Office Services Manager series by scope and focus in the fiscal management area. The Business Manager scope, depending on the level and location, can be either facility or agency-wide and cover one, three or all business functions/activities of the facility/agency. The Office Services Manager series scope is agency-wide and focus is limited to office services (such as mail, shipping, receiving, non-technical communications, etc.).

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Establishes and maintains proper systems of accounting and purchasing. Ensures accuracy of records and compliance of transactions with established policies/procedures.

Assists in the preparation of the organization's budget by gathering input from agency administrators/managers, preparing draft documents for review/approval by higher authorities and entering final budget recommendations into the budget request system. Reviews budgetary allotment records in the control of expenditures.

Processes, tracks, retains and shares information and documents related to budgeting, requisitioning, purchasing and controlling expenditures.

Receives/processes purchasing requests, secures estimates for needed supplies/materials/services, chooses vendors, and enters contracts and receipt of goods into the procurement system.

Maintains continuous inventories of the organization's fixed assets. Determines when items need to be replaced. Determines/processes surplus equipment, material and/or property.

Initiates and answers correspondence pertinent to purchases, vendors and sales contracts. Resolves administrative problems with managers, other state agencies, contract bidders and vendors.

Serves as the personnel contact for the division/agency and coordinator of payroll/benefits processes. Controls personnel actions and coordinates routine administrative procedures.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: general accounting systems; business operations principles such as purchasing and inventory, agency policies and procedures; state accounting policies; and computerized business systems.

Ability to: communicate effectively; establish positive working relationships with all contacts; maintain accurate records; identify and resolve administrative and transactional problems; maintain confidentiality of management and personnel information when appropriate; read, understand, interpret and apply rules/regulations, policies/procedures and other work directives; prepare various budget/financial/administrative reports using computer software applications (such as Word, Excel, Power Point, Enterprise 1, etc.).

Skill in: mathematical computations.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Bachelor's degree in business administration, accounting, finance or other related field and one year business-related experience; related work experience may be substituted for the Bachelor's degree requirement on a year-for-year basis.

SPECIAL NOTE

Responsible for substantial budget control. Works directly with agency head or senior administrators in day-to-day activities.

State agencies are responsible to evaluate each of their positions to determine individual eligibility for overtime as required by the Fair Labor Standards Act (FLSA).