

DESCRIPTION: Under general supervision, plans, directs and coordinates general business operations such as budgeting, purchasing, fixed assets, and building services of a large state agency. Through assigned managers directs, evaluates and coordinates the operations of several business functions and associated work units; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the third 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 less frequently, contract administration), material/physical management (which includes fixed assets and 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, multiple free-standing facilities or an entity equivalent in scope. The number and size of business functions covered will impact which level the position is assigned to.

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. It is distinguished from the other levels by its responsibility for all business functions having greater scope, size and multiple layers of staff.

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 areas/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).

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.)

Develops policies/procedures and internal controls regarding multiple business areas of the agency. Interprets state/federal laws, rules, regulations and standards.

Consults/advises the director on all business and related administrative matters to identify impact of actions/problems and to develop solutions. Consults the director for approval of operations policy changes which affect the entire agency or facility.

Ensures proper maintenance of accounting and cost records (payables and receivables); prepares financial reports. Conducts financial analysis and initiate corrective action when necessary. Checks and reviews accuracy and compliance of transactions with established policies/procedures.

Prepares the budget; monitors status; controls fiscal actions and proper program disbursements; approves expenditures; prepares monthly, quarterly and annual reports; compiles data for the State legislature and other government entities.

Manages purchasing of supplies, materials and equipment; writes and coordinates contracts; reviews contracts with agency attorneys to determine compliance to laws, policies, and procedures.

Manages fixed assets inventory; determine when items need to be replaced; determines/processes surplus equipment, material and/or property.

Meets with industry representatives, service contract representatives, state purchasing and other agency representatives to improve products and services.

Supervises professional and supervisory staff which includes hiring, training, scheduling/assigning work, monitoring/evaluating performance, approving leave and counseling/disciplining staff.

Conducts staff meetings to coordinate the activities of assigned work functions and units.

Checks work units' operations through regular inspections.

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

Knowledge of: business practices/methods/systems; general accounting systems; state accounting policies/procedures; state purchasing processes/policies/procedures; personnel policies and principles; agency rules/regulations and policies/procedures.

Ability to: establish positive working relationships with all contacts; identify and resolve problems; read, understand, interpret and apply rules/regulations, policies/procedures, laws, and other work directives, establish priorities; make independent decisions; supervise/direct/coordinate a large and diverse staff.

Skill in: budget preparation and reporting; mathematical computations; oral presentation; supervising assigned employees; communicating effectively; developing solutions to problems; analyzing financial data.

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 related field plus four years related experience, two of which must be in a responsible supervisory capacity. Related work experience may substitute for the Bachelor's degree requirement on a year-for-year basis.

SPECIAL NOTE:

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