

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV73124</b>
<b>Job Class Code:</b>	<b>010</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>01</b>	<b>Grade:</b>	<b>18</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>03/25/77</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Administrative Management Series

**JOB CODE TITLE:** BUSINESS MANAGER

**HRIS TITLE:** BUSINESS MGR

**CHARACTERISTICS OF THE CLASS:** Under direction, is responsible for general administrative work of considerable difficulty, serving as business manager for an agency of limited to moderate scope and complexity, or an equivalent division or program within an agency with broad scope and complexity; and performs related work as required.

The Business Manager functions in an organization of sufficient size and complexity to require a position to coordinate all general business and logistical matters which typically include accounting, budget preparation and control, personnel coordination and manpower planning, building maintenance, purchasing, printing, data processing coordination and related activities. The Business Manager generally supervises clerical and/or accounting clerical personnel. Professional journey level expertise in accounting, budgeting, and management is required of and provided by the Business Manager in these assignments. Some Business Managers may also have specific duties relative to an agency's licensing and control responsibilities.

The Business Manager is distinguished from the Administrative Assistant III by the performance of a wide variety of administrative tasks and by greater impact on general operations as a result of considerable delegated decision making authority from higher level management. This class is also distinguished from the Administrative Services Officer I which is responsible for the direction of distinct and autonomous administrative functions, each of which is typically headed by a professional, highly specialized para-professional or technical subordinate.

**EXAMPLES OF DUTIES:** Administers the general business operations of an agency of limited to moderate scope and complexity or an equivalent organizational unit; prepares the budget, coordinates all accounting matters and maintains expenditure control; prepares a variety of fiscal reports; estimates revenues and income from fees, investment interest and other sources; participates in fiscal, operational, and manpower planning; supervises the preparation of all personnel actions and documents; coordinates all personnel matters with the central personnel office; provides orientation to new employees; develops or modifies forms to enhance operations; assures that printing and supply needs of the organization are met; interfaces with data processing personnel in the development and maintenance of automated data systems; prepares public information material for distribution; prepares routine contracts and agreements; serves as custodian of records; coordinates administrative matters between organizational units; may review and approve applications for licenses, certificates or registrations; may conduct routine administrative hearings; prepares the annual report; recommends new or revised policies and procedures; represents the organization at a variety of meetings; prepares a variety of reports; supervises clerical personnel; may serve in the absence of higher level administrator.

**KNOWLEDGE, ABILITIES AND SKILLS:**

**Knowledge of:** the principles and practices of accounting, budgeting, management and related support and logistical operations; the organizations's rules, regulations and policies.

**Ability to:** coordinate and direct a variety of administrative activities; establish priorities and meet operational deadlines.

**Skill in:** oral and written communication.

**SPECIAL SLECTION FACTORS:**

Three years responsible administrative experience which included responsibility for accounting, budgeting and related administrative support activities; or a Master's degree in business or public administration from an accredited college or university and two years of the required experience.