

## BUSINESS MANAGER 1

### KIND OF WORK

Professional supervisory administrative work.

### NATURE AND PURPOSE

Under limited supervision, supervises subordinates and plans, directs and controls the business functions of a small to medium-sized institution or state agency so that program execution is coordinated and in compliance with policies and objectives outlined by the administrator. Supervisory responsibility includes either effectively recommending or hiring, directing, disciplining, performance evaluation, assigning the duties, and training accounting professional, technical and clerical staff. This responsibility extends to the development of policies as well as procedures for the fiscal operation. Performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises and trains personnel to insure support services are accomplished in a manner to reflect management priorities and cost effectiveness by interviewing, hiring and training personnel, assigning, regulating, and reviewing work assignments, establishing office policies and procedures, setting standards and prioritizing work flow activities.

Plans, direct, and controls accounting activities to ensure compliance with generally accepted accounting principles, federal and state laws and regulations by reviewing accounting procedures and records, revising, formulating and instituting appropriate procedures.

Drafts the division's budget to insure compliance with division objectives by drafting and submitting annual and bi-annual budgets, analyzing reports, drafting rate matrixes, and supervising the preparation of special reports that enable management to evaluate performance.

Plans, directs and controls personnel activities to insure full utilization of human resources in compliance with statutory and regulatory requirements, department policies and affirmative action goals by submitting vacancy notifications, performance reviews, and other personnel transactions in a timely manner and in accordance with the department's administration and Employee Relations' policies and procedures.

Directs the development and implementation of an employee development plan to insure that division's goals and employee needs are met by recommending objectives and content for plan development, recommending additions and modifications as the plan is implemented and integrating feedback to the ongoing plan from key managers, supervisors and employees.

Monitors and administers contracts and agreements to insure quality service, economical costs, and adherence to contract provisions by inspecting food service locations, reviewing financial statements, scheduling audits, reviewing advertising and promotional campaigns, recommending contractual changes, and preparing negotiated requests for proposals.

Plans, directs and controls the record management program to insure accuracy and efficiency by establishing record management systems, reviewing, approving and coordinating record retention schedules, requests for authority for disposal of records, and transferring of records to the State Record Center.

Coordinates telecommunication activities to insure that requests for telephone orders are in compliance with existing standards and a quality level of service is provided at minimum cost by recommending improvements/changes of equipment, resolving problems related to the installation/maintenance with the provider, and authorizing requests for credit cards, telephone directory listings and records.

Supervises and manages facilities to insure maximum capacity utilization by analyzing needs, formulating procedures, resolving problems of customers, and collaborating with Capital Security.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

##### Knowledge of:

Personnel policies, procedures, and applicable employment laws sufficient to hire, promote, discipline and evaluate employee performance.

Principles and practices of accounting, applicable statutes, and policies and procedures sufficient to draft and submit annual and bi-annual budgets through established procedures.

Contract administration sufficient to determine needs, install purchasing procedures, order equipment, and develop contracts with vendors.

Office procedures sufficient to establish and maintain record management systems.

##### Skill in:

Computers and calculators sufficient to use personal computer spreadsheet and data base software.

Ability to:

Write annual reports sufficient to draft and edit monthly project summaries.

Orally communicate sufficient to foster relationships with customers and vendors, negotiate contracts, and resolve complaints.

Initiate plans and procedures sufficient to research all relevant issues and meet established deadlines.

Plan, direct and control space utilization and facilities sufficient to analyze issues, determine procedures and meet customer needs.

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Former Title(s):