

## BUSINESS MANAGER 2

### KIND OF WORK

Administrative management work in a state facility or department.

### NATURE AND PURPOSE

An employee in this class is responsible for planning and directing the business functions of a state facility or department. General policies and objectives are outlined by the administrator, assistant administrator or president. This employee applies these policies in directing the daily business operations of the institution and supervises a number of employees engaged in varied and diverse functions. Supervision is received from the administrator, assistant administrator or president through conference and by acting on the business manager's recommendations for changes in policies and operations.

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

Directs the business management of all fiscal and service operations of the institution.

Determines business management policies and program subject to the approval of the institution or college administrator.

Supervises the preparation and control of a large and diverse budget.

Supervises the keeping of all accounts and approves all fiscal documents.

May conduct or direct the personnel management program of the institution.

Supervises requisitioning and maintenance of adequate supplies for the institution.

Plans, supervises and coordinates the work of all industrial shops, farm operations, building maintenance, repair and construction, power or heating plant, food services, laundry, tailor shop, and business office, and all personnel included in these functions.

In a state college, also estimates income and expenditures; directs the collection, accounting, and expenditure of all revenues and appropriations; directs the business management of dormitories, cafeterias, student unions, bookstores, housing projects, and other service enterprises; and supervises the accounting for student organizations, activities and loan funds.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the modern principles and practices of public and business administration.

Thorough knowledge of modern office procedures, practices and equipment.

Thorough knowledge of the functions, procedures, organization and governing laws and regulations governing the institution concerned.

Considerable knowledge of the principles and practices of personnel management.

Working knowledge of modern principles and practices of personnel management.

Ability to:

Formulate and initiate plans and procedures, and to direct their application.

Estimate in advance the operating needs of the institution and to supervise the preparation of the budget.

Organize, integrate and direct large and varied programs involving large numbers of employees.

Successfully meet department heads, administrative officials, and the general public and to establish effective working relationships.

Est.: 7/5/67  
Ckd.: 8/92

T.C.:  
Former Title(s):