

BUSINESS MANAGER

FUNCTION OF THE JOB

Under direction, to plan, coordinate, and manage the financial and administrative operations for a department; to manage a departmental administrative division; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Manages a division of a large multi-unit department, and directs and coordinates department-wide general business functions such as financial management, budgeting, records management, payroll, automation, and general administrative procedures.
2. Develops and prepares a detailed department budget including projections of expenditures and revenues; analysis of alternative funding sources; analysis of program and operating costs; development of fee schedules and service rates; and preparation and presentation of detailed justifications.
3. Monitors the execution of the operating budget; analyzes variances from projected amounts; and recommends corrective action.
4. Develops, implements, and maintains department financial policies, procedures, and activities covering receipts, disbursements, cash management, checking and investment accounts, journal entries, fund transfers, internal control, and manages departmental accounts receivable collections.
5. Researches, develops, and implements department wide policies and procedures on general administrative functions, such as payroll, records management, and purchasing, and ensures efficient performance of these functions.
6. Manages business automation efforts within the department, including research, evaluation, and redesign of equipment, software, and work processes, and coordination with other departments or agencies.
7. Obtains and analyzes a wide variety of detailed and complex data regarding financial or operational performance; analyzes trends; recommends appropriate changes; develops or supervises the preparation of detailed and complex financial and statistical reports.
8. Prepares, coordinates, and monitors the department's capital projects, including project budget development, review and evaluation of RFP and responses, and tracking of project expenditures.
9. Administers grants including preparation of detailed applications and financial and statistical reports.
10. May coordinate and facilitate the department strategic plan process; may perform operational audits or program evaluations and recommend appropriate changes to department staffing, services, or business practices; may assist department managers to develop, measure, and monitor goals.
11. May coordinate department functions with other departments and outside agencies; monitors performance of contracted agencies; ensures department services and information are accurate, timely, and complete to meet the needs of other agencies or departments.
12. Serves as a representative of the department to various committees, officials, agencies, or the public; furnishes information to inquirers regarding the work and procedures of the office with authority to commit to action.
13. Monitors and assesses the impact of proposed and enacted state and federal legislation and executive initiative and plans for any needed operational change in department.
14. Selects, assigns, evaluates, supervises, and trains employees, and handles personnel problems of division staff.
15. Establishes and maintains effective public and working relationships with various committees, County departments and staff, other governmental agencies, and the public.
16. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of the modern principles and practices of governmental fiscal reporting, accounting, and payroll procedures.
2. Thorough knowledge of governmental appropriation and budgeting principles and practices, including planning, monitoring, and evaluating.
3. Comprehensive knowledge of business administration principles and practices including staffing, communications, management controls, project planning, purchasing, and records management.
4. Comprehensive knowledge of automated business technology, applications and capabilities, and the effect of automation on work processes.
5. Considerable knowledge of modern office practices, procedures, and equipment.
6. Working knowledge of federal, state, and local laws, codes, and regulations, and their effect on the financial or business operations of the department.
7. Working knowledge of the principles and practices of strategic planning, performance measurement, and program evaluation.
8. Ability to organize and analyze a wide variety of detailed and complex financial and/or operational information; evaluate the effectiveness of programs and/or procedures; and make appropriate recommendations.
9. Ability to develop and implement detailed policies and procedures, and to exercise judgment and discretion in the application and interpretation of departmental policies, rules, and regulations.
10. Ability to communicate effectively both verbally and in writing; prepare and present detailed reports and recommendations; and maintain accurate and complete records.
11. Ability to plan, organize, train, assign, and evaluate the work of others.
12. Ability to prioritize and coordinate multiple assignments with minimal supervision.
13. Ability to utilize a variety of automated business tools such as word-processing, financial spreadsheet and data base applications.
14. Ability to establish and maintain effective working relationships with various committees, County departments and staff, other governmental agencies, and the public.
15. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in business or public administration, accounting, finance, or a closely related field.
2. Four (4) years of responsible professional work experience in accounting, budget preparation, financial analysis, auditing of business operations, or a closely related field.
3. A master's degree in an area listed above may be substituted for one (1) year of the work experience requirement.