

## **BUSINESS MANAGER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an administrative and supervisory position involving responsibility for the business operations of a department or civil division. While exact duties may vary from one department/civil division to another, an employee in this class is generally required to administer the budget, supervise the maintenance of inventory control and processing of purchase requisitions, and oversee the business functions of the department/civil division. Incumbents may become involved in personnel administration, payroll maintenance, or grant administration. The work is performed under the general supervision of the department/civil division head or a designated administrator. Supervision is exercised over the work of subordinate employees.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Assists in administration, management and preparation of budgets;
2. Prepares and submits purchase requisitions for equipment and supplies, and supervises inventory maintenance;
3. Trains new employees in office functions and procedures;
4. Maintains relations with vendors and contractors;
5. Supervises the maintenance of records;
6. Maintains personnel records, which includes duties associated with employee payroll;
7. Completes periodic reports for use by other departments or civil divisions;
8. Supervises the clerical and accounting staff of the department/civil division;
9. Supervises the operations of the information technology within the department/civil division;
10. Supervises and performs detailed line item account keeping;
11. May oversee the financial administration of grants awarded to department/civil division;
12. May oversee contracted services;
13. May supervise distribution of mail;
14. Performs special projects as assigned by department/civil division head or a designated administrator.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern office terminology, procedures and equipment; good knowledge of governmental account keeping practices; good knowledge of department/civil division functions, organization, and procedures; good knowledge of governmental personnel procedures; good knowledge of governmental grant administration; good knowledge of data processing practices, concepts, and terminology; ability to prepare financial reports; ability to prepare statistical reports; ability to supervise the work of others; ability to communicate effectively, both orally and in writing; physical condition commensurate with the demands of the position.

**BUSINESS MANAGER** (Cont'd)

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER:       (A)     Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree in business, public administration or a closely related field and one (1) year of full-time paid work experience which primarily involved the keeping/maintaining of financial records, which must have included the supervision of three (3) or more people;
- OR:            (B)     Five (5) years of full-time paid work experience which primarily involved the keeping/maintaining of financial records, two (2) years of which must have included the supervision of three (3) or more people;
- OR:            (C)     An equivalent combination of education, training and experience between the limits of (A) and (B) above.

NOTE: A Master's Degree in business, public administration or a closely related field may be substituted for the required experience on a year-for-year basis (30 credits equals one year).

**SPECIAL REQUIREMENT:**

Notary Public: The appointing authority may require employee to acquire licensing as a Notary Public.

BS0103

ADOPTED:    11/06/78

REVISED:    07/01/91

              12/02/95

              03/01/96

              08/10/17