



BUSINESS MANAGER

SCOPE OF WORK:

Individuals assigned to positions in this series perform activities related to the management of fiscal, business, and/or service operations of an agency, department, or institution.

DUTIES PERFORMED AT ALL LEVELS:

- Interpret and carry out administrative directions relating to the financial and business operations of an agency.
- Research, interpret, and disseminate laws and regulations affecting an agency.
- Plan and develop agency budgets; monitor budgets for expenditure and revenue levels; prepare and maintain accounting records, reports, and financial statements.
- Participate in planning agency goals and objectives.
- Coordinate personnel administration functions for an agency, including personnel policy development and interpretation, recruitment and selection coordination, and advising managers on personnel management.
- Develop, implement, and maintain an agency's forms and records management programs.
- Oversee implementation and maintenance of automated record keeping systems.
- Manage the procurement of supplies and equipment.
- Provide interpretation of agency policies, procedures, and programs.
- Represent the agency in meeting, presentations, or other public events.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

BUSINESS MANAGER I

0431

GRADE L

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Participate in the development and implementation of administrative policies and procedures.
- Participate in planning and administering federal programs and preparing appropriate financial records and reports.
- May supervise technical and support staff performing duties relating to the fiscal, business or service operations of an agency or institution.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in business or public administration with accounting coursework and two years of professional business management experience.

BUSINESS MANAGER II

0432

GRADE N

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Direct the preparation of agency budgets and financial reporting functions.
- Develop, implement, evaluate, and maintain administrative programs, policies, and procedures.
- Manage plant services, auxiliary services, or other functions of an agency's business operations.
- Manage agency grants and contracts and insure compliance.
- Manage facility properties, including the negotiation and preparation of lease agreements, maintenance contracts, etc.
- Supervise professional, technical, and support staff performing duties related to the fiscal, business, or service operations of an agency or institution.

MINIMUM QUALIFICATIONS:

The appointing authority shall establish a specific additional type and amount of experience required when recruiting at this level.

Eff. Date: 10/74

Rev: 1/92 - New format - factored

Reviewed: 9/96 – Rewritten in current format

Rev: 7/12 – Conversion to Hay System