

Business Manager Series

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>	<u>Last Action</u>
2375	Business Manager	03	172	6 mo.	00/00/21	Revised
2374	Senior Business Manager	03	172	12 mo.	00/00/21	Revised

Promotional Line: 165

Series Narrative

Employees in this series provide support to facilitate business operations within a unit(s).

DESCRIPTIONS OF LEVELS OF WORK

Level I: Business Manager

2375

Employees at this level perform business administrative tasks and relay business knowledge to support operations within a unit(s). They work under the general supervision of a designated administrator(s).

A(n) Business Manager typically -

1. compiles and assembles data; generates and/or prepares administrative reports;
2. develops and/or manages business correspondences, as directed;
3. assists in budget development and/or strategic fiscal planning preparations;
4. facilitates and/or advises on the business and/or fiscal operations of a unit(s);
5. maintains and manages records for business and/or fiscal operations; assists in the review, preparation, and/or management of contracts;
6. assists with personnel functions such as interviewing, selecting, training, supervising, evaluating performance, and/or developing staff, work schedules, assignments;
7. collaborates with and/or serves as a liaison to agencies, administrators, departments, stakeholders, and/or vendors relative to the business and/or fiscal operations of a unit(s);
8. assists with the development, implementation, and interpretation of operational policies and procedures relative to the business and/or fiscal operations of a unit(s);

9. ensures compliance with government, industry, or institutional regulatory guidelines relative to the business and/or fiscal operations of a unit(s);
10. performs other related duties as assigned.

Level II: Senior Business Manager**2374**

Employees at this level provide business insights and management to support operations within a unit(s). They work under the general supervision of a designated administrator(s).

A(n) Senior Business Manager typically -

1. directs and/or coordinates business and/or fiscal operations within a unit(s);
2. directs and/or coordinates reporting activities; assesses and delivers administrative reports;
3. participates in budget development and/or strategic fiscal planning;
4. directs and/or coordinates the maintenance of records for business and/or fiscal operations;
5. facilitates contract negotiations; directs and/or coordinates contract management;
6. directs and/or coordinates personnel functions such as interviewing, selecting, training, supervising, evaluating performance, and/or developing staff, work schedules, and assignments;
7. acts as a technical and administrative resource; represents the unit(s) at various meetings, conferences, and/or on committees;
8. directs and/or coordinates the development and implementation of operational policies and procedures relative to the business and/or fiscal operations of a unit(s);
9. monitors, researches, and distributes information regarding changes in policies, procedures, and/or requirements relative to the business and/or fiscal operations of a unit(s);
10. performs duties of the lower level;
11. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Business Manager****2375**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1.
 - A. Bachelor's degree in accountancy, business administration, management, or a closely related field.
OR
 - B. **Three (3) years (36 months)** of work experience in accounting, business administration, fiscal management, or closely related experience.
OR
 - C. A combination of related education and/or work experience totaling **three (3) years (36 months)**.

AND

2. **Three (3) years (36 months)** of work experience in accounting, business administration, fiscal management, or closely related experience, **one (1) year (12 months)** of which is at a supervisory or administrative level.

NOTE: A Master's Degree in an area consistent with the duties of the position may be substituted for one (1) year (12 months) of work experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, production methods, leadership techniques, and coordination of people and resources.
2. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, data entry, designing forms, and other office procedures and terminology.
3. Knowledge of technology including electronic equipment, computer hardware and software, and their applications.
4. Knowledge of basic arithmetic, algebra, statistics, and their applications.
5. Ability to work independently and effectively organize and prioritize multiple tasks.
6. Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.

7. Ability to work collaboratively and communicate effectively as appropriate for the needs of the audience.
8. Ability to analyze and develop guidelines, procedures and systems to outline specific goals and implement plans to prioritize, organize, and accomplish tasks.
9. Ability to manage a budget and work within the constraints of that budget.
10. Ability to analyze, interpret, and explain work related documents, policies, and procedures.

Level II: Senior Business Manager**2374**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1.
 - A. Bachelor's degree in accountancy, business administration, management, or a closely related field.
OR
 - B. **Three (3) years (36 months)** of work experience in accounting, business administration, fiscal management, or closely related experience.
OR
 - C. A combination of related education and/or work experience totaling **three (3) years (36 months)**.

AND

2. **Five (5) years (60 months)** of work experience in accounting, business administration, fiscal management, or closely related experience, **one (1) year (12 months)** of which is at a supervisory or administrative level.

NOTE: A Master's Degree in an area consistent with the duties of the position may be substituted for one (1) year (12 months) of work experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, production methods, leadership techniques, and coordination of people and resources.
2. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, data entry, designing forms, and other office procedures and terminology.

3. Knowledge of technology including electronic equipment, computer hardware and software, and their applications.
4. Knowledge of basic arithmetic, algebra, statistics, and their applications.
5. Ability to work independently and effectively organize and prioritize multiple tasks.
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