

Class Code: 5010
Occ. Area: 01
Work Area: 000
Prob. Period: 12 mo.
Prom. Line: None
Effective Date: 00/00/21
Last Action: Rev.

BUSINESS/ADMINISTRATIVE ASSOCIATE

FUNCTION OF JOB

Employees in positions allocated to this classification are responsible for the management of business, fiscal, and/or administrative operations. A(n) Business/Administrative Associate interacts with a wide variety of internal and external constituents regarding business, fiscal, and/or administrative functions. While operating with a high level of autonomy and independent decision-making, they work under the direction of a designated administrator(s).

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

A(n) Business/Administrative Associate typically -

1. manages and oversees business, fiscal, and/or administrative operations;
2. contributes to the development and implementation of programs, objectives and/or long-range planning;
3. oversees contract management; participates in contract negotiations and/or preparations;
4. acts as a technical and administrative resource; represents a unit(s) at various meetings, conferences, and/or on committees;
5. oversees reporting activities; provides detailed data analyses and comprehensive reports;
6. oversees personnel functions such as interviewing, selecting, training, supervising, evaluating performance, and/or developing staff, work schedules, and assignments;
7. oversees the development and implementation of operational policies and procedures;
8. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree in business administration, management, or a field related to the position.
2. **Two (2) years (24 months)** of professional business, financial, and/or managerial work experience.

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 professional work experience.

3. Based on position requirements, additional education, training, and/or work experience in an area of specialization inherent to the position may be required.

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 identify complex problems and review related information to develop and evaluate options and implement solutions.
6. Ability to work collaboratively and communicate effectively as appropriate for the needs of the audience.
7. Ability to work independently and effectively organize and prioritize multiple tasks.
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.