

CLASSIFICATION: BUSINESS ADMINISTRATOR III

Class Code: 1263-27

Date Established: 01-01-53

Occupational Code: 7-2-6

Date of Last Revision: 7-17-15

Exempt Status: Exempt

BASIC PURPOSE: To develop and administer a combination of agency business management programs, including financial management, budgetary planning and analysis, or personnel data management activities.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Develops, implements and monitors agency financial and administrative policies and procedures, including planning and supervising agency budget.
- Establishes internal controls to monitor revenue and expenditures.
- Directs the preparation of procedure manuals and reporting formats used in training accounting personnel.
- Reviews financial reports and recommends changes in financial planning and accounting policies.
- Researches and develops statistical reporting and operational analysis procedures.
- Implements and evaluates current and long-range programs for the improvement of business management activities.
- Interprets federal and state laws and accounting standards to assure agency accounting and procedures are in compliance.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy, and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

Impact: Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organizational goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

Supervision: Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and firing employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

Working Conditions: Requires performing regular job functions under good conditions in a safe working environment.

Physical Demands: Requires sedentary work, including continuous sitting or occasional standing and walking.

Communication: Requires reviewing summaries and reports and making decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Masters' degree from a recognized college or university with a major in accounting, public administration, or business administration.

Experience: Six years' professional experience in accounting or business administration involving fiscal management, including three years of supervisory or administrative experience. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Knowledge of the principles, methods and techniques of business management. Knowledge of public administration, budget preparation, personnel administration, purchasing, and accounting activities. Knowledge of the procedures of preparation and negotiation of leases and contracts. Ability to prepare or supervise the operation of budgetary and purchasing requests. Ability to interpret and apply policies and regulations. Ability to delegate responsibility in standardizing procedures applicable to the fiscal operation throughout the agency. Ability to express ideas clearly and concisely. Ability to establish and maintain harmonious working relationships with other employees, officials in other state departments and with the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.