

CLASSIFICATION: BUSINESS ADMINISTRATOR I

Class Code: 1261-21

Date Established: 08-22-51

Occupational Code: 7-2-6

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To coordinate and integrate a variety of business activities, including fiscal, budgetary, purchasing or personnel operations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Prepares budgets for approval by superior based on estimates of agency operating needs.
- Monitors business operations by reviewing computer reports and making recommendations for procedural changes to agency administrators.
- Coordinates financial programs to improve agency business administration services.
- Supervises a business management unit or section with responsibility for employee performance appraisal, solving personnel problems and developing work methods.
- Plans summaries outlining submittals for Governor and Council meetings.
- Explains fiscal rules, regulations and operating policies to agency employees.
- Audits and balances accounts, prepares various cost estimates, and compiles regular fiscal reports of account status.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires direct supervision of other employees doing work which is related or similar to the supervisor, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

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 summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in accounting, business administration, or public administration. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years' professional experience in accounting or business administration, including one year of supervisory or administrative experience. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Knowledge of the principles, methods and techniques of business management. Knowledge of public administration including budget preparation, personnel administration, purchasing and accounting activities. Knowledge of the rules, regulations, procedures and practices of the agency concerned. Ability to plan, supervise and coordinate the operation of the business service of the agency to anticipate needs accurately. Ability to interpret and explain fiscal policies and regulations. Ability to express ideas clearly and concisely. Ability to establish and maintain successful working relationships with other employees, subordinates and 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.