

CLASSIFICATION: BUSINESS ADMINISTRATOR II

Class Code: 1262-24

Date Established: 02-01-53

Occupational Code: 7-2-6

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To plan and develop agency business management policies and procedures, including fiscal, budgetary, purchasing or personnel operations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Plans and develops current and long-range programs for the improvement of business management services.
- Establishes monitoring procedures over fiscal, data processing, or accounting activities.
- Plans and prepares agency budget, including analyzing fiscal status and recommending policy revisions.
- Researches and presents solutions and goals for improvements in agency fiscal structure.
- Evaluates work efforts of professional and clerical staff, including the responsibility for training and performance appraisal.
- Reviews summaries outlining submittals for Governor and Council meetings.
- Coordinates fiscal activities for federal, state and agency personnel.

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 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 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 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 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: 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: Five years' professional experience in accounting or business administration involving fiscal management, including two years 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. Knowledge of office management and the preparation and negotiation of leases and contracts. Ability to prepare and supervise preparation of budgetary and purchasing requests. Ability to express ideas clearly and concisely. Ability to establish and maintain successful working relationships with subordinates and the 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.