

**CLASS TITLE: ASSISTANT BUSINESS MANAGEMENT OFFICER**

**Class Code: 02594600**

**Pay Grade: 19A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist a Business Management Officer, or to be responsible to an administrative superior in a small state department or agency, in the supervision, control and direction of business management services; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior from whom are received general and specific instructions in accordance with work assignments; work is reviewed usually upon completion though occasionally in process for conformance to instructions and institution policies and objectives.

**SUPERVISION EXERCISED:** Assists in the supervision of the work of the non-medical staff members; reviews work performance in process and/or upon completion.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist a Business Management Officer, or to be responsible to an administrative superior in a small state department or agency, in the supervision, control and direction of business management and other non-medical services.

To supervise the work of clerical services including the maintenance and control of files and records relating to personnel actions and operations of all department or agency services including financial records and accounts.

To assist in the preparation of the department's or agency's budget and to assist in supervising its execution and control according to established procedures.

To assist in the procurement activities including responsibility for the preparation and initial approval of requisitions for materials, equipment, supplies and services; and to supervise the maintenance of an inventory control system for such materials, equipment and supplies.

To assist in supervising the work of others engaged in general and routine maintenance and repair services; and as directed by a superior, to arrange the appropriate parties for providing assistance to solve maintenance and repair services too difficult for departmental maintenance and repair employees.

To assist a superior in the supervision, control and direction of other departmental or agency activities or services.

To review the effectiveness of the various services and performance of subordinates and to make recommendations thereon.

To interpret the instructions, policies, plans, objectives and rules and regulations to subordinates and others.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A familiarity with the principles, practices and procedures of business management as applied in a small state department or agency; the ability to assist in supervision, control and direction of a staff engaged in office services; budget preparation and execution; procurement of materials, equipment and supplies used in a small state department or agency, inventory control and disbursement of such materials, equipment and supplies; special and routine maintenance and repair services and other departmental services; the ability to interpret the department's or agency's policies, plans, objectives and rules and regulations to subordinates and others; the ability to

establish and maintain effective working relationships with superiors and subordinates; and related capacities and abilities.

**EDUCATION:**

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Accounting or Business Administration.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: July 5, 1987

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