

**CLASS TITLE: BUSINESS MANAGEMENT OFFICER**

**Class Code: 02594200**

**Pay Grade: 26A**

**EO Code: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within a large state department or agency, to assist a superior in the supervision, control and direction of the business management and nonmedical services; or, within a small state department or agency, to be responsible for the supervision, control and direction of such services; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with considerable latitude for the exercise of independent judgement and initiative; objectives and policies are determined in consultation with a superior or reviewed by the superior on their inception; work is appraised by results accomplished and is usually completed independently.

**SUPERVISION EXERCISED:** Exercises administrative control and direct supervision and review over a subordinate staff engaged in such services and, within the limits established by a superior, interprets policies and coordinates the plans and objectives of such services; or, assists a superior in such supervisory functions at a large state institution.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within a large state department or agency, to assist a superior in the supervision of the business management and nonmedical services; or, within a small state department or agency, to be responsible for the supervision, control and direction of such services (including such functions as fiscal control, payroll, personnel, purchasing, storekeeping, dietary and food preparation, housekeeping, laundry, building and grounds maintenance, and central office clerical and other related business management functions).

To be responsible for assisting a superior in the preparation and presentation of the departmental budget; and to be responsible for its day-to-day execution and control.

To assist a superior in the formulation of policies, plans and objectives connected with the administration of the business management services of the department or agency.

To plan and supervise the work of the central office clerical service including the maintenance and control of centralized files and records including financial records and accounts as may be required.

To supervise the maintenance of personnel and payroll records and to consult with and advise subordinate staff responsible for the personnel functions of the department or agency on various personnel matters and problems.

To be responsible for the procurement activities of the department or agency including the preparation and approval of requisitions for materials, equipment, supplies and services; and to direct the maintenance of an inventory control system for such materials, equipment and supplies.

To have administrative responsibility for the supervision and direction of general and routine maintenance and repair requirements for the department's or agency's, and, as required, to contact and arrange with the appropriate parties for all major maintenance and repair service requirements.

To consult with and advise subordinate unit heads in the business management and support service areas concerning the interpretation and explanation of departmental or agency policies, plans, objectives, rules and regulations.

To consult with the directors of various programs at the department or agency concerning the availability of funds for the procurement of supplies and equipment; and, as required, to participate in conferences with a superior and such directors concerning the need for additional funds and/or the expenditure of allocated funds for such purposes.

To prepare regular and special reports, as required, to insure the efficiency and economy of the business management services at the department or agency.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the principles, practices and procedures of business management and the ability to apply such knowledge either in the direct supervision and control of the business management services within a small state department or agency, or, in assisting a superior in the supervision and control of such services within a large state department or agency; a working knowledge of budgetary and accounting principles, practices and techniques as applied to business management operations of departmental or agency administration and the ability to apply such knowledge in the preparation and execution of an departmental budget; the ability to assist a superior in planning, organizing, coordinating and supervising the work of a staff engaged in providing business management services; the ability to develop and administer plans and procedures to effect improvements and economies of operation; the ability to assist a superior in the formulation of policies, plans and objectives connected with the administration of the business management services; the ability to interpret and explain departmental or agency policies, plans, objectives and rules and regulations to subordinate personnel; the ability to establish and maintain effective working relationships with superiors and associates and other public and private agencies; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in business administration; and

Experience: Such as may have been gained through: employment in a supervisory capacity involving the operation and direction of business management services and activities.

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

Class Revised: July 5, 1987

Editorial Review: 3/15/03