

CSC Adopted: October 2001, CSC Revised: _____

Class Title: Business Manager

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Prepares and monitors the department budget. Manages operations and department activities. Directs and supports staff. Performs administrative duties. Coordinates marketing activities. Monitors purchasing functions. Estimates and verifies taxes. Performs related duties as required.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Prepares and monitors the departmental and/or capital improvement budget by assembling the budget for submittal, managing expenditures and revenues, establishing reviews of accounting systems and financial procedures, recommending productivity improvements, ensuring operational ability, performing statistical analysis, preparing reports, participating in strategy sessions to discuss contracts and budgetary matters, inputting data into the system, compiling data and entering revenue projections and past expenditures onto spreadsheets, processing budget transfers received from team leaders, verifying the accuracy of reports, formulating grant applications and legal agreements, creating requests for proposals and other procurement activities and providing technical assistance to bureau managers on budgetary matters, policies and procedures and regulations.
2	S	Manages operations and departmental activities by planning and organizing projects, advising personnel on policies and procedures, administering procurement activity, evaluating operational requirements for effectiveness, making recommendations for and coordinating technological needs, implementing new procedures, preparing work assignments, approving leaves and absences, meeting with vendors and attending meetings.
3	S	Directs and supports staff by prioritizing and assigning work, evaluating, training and interviewing employees, processing payroll, assisting supervisors with problem resolution, consulting with Human Resources regarding recruitment, the performance appraisal process, benefits and training and coordinating the appraisal processes and benefits, and disciplinary actions.
4	S	Performs administrative duties by conducting research, preparing reports, recommendations and correspondence, preparing, maintaining and processing personnel records, assisting with open enrollment, making travel arrangements, coordinating training and conferences, reviewing work orders, maintaining and updating financial records of expenditures and distributing checks.
5	S	Coordinates marketing activities by developing and producing marketing material, assisting with logistical and written arrangements, assisting with special events, facilitating marketing promotions, developing project-specific language for legal agreements, monitoring contracts for compliance, fielding research inquiries, preparing written responses, serving as a liaison for various projects and meeting with industry representatives to discuss promotions and events.

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Physical Strength Code		ESSENTIAL FUNCTIONS
6	S	Monitors purchasing functions and collects workload study data by performing internal audits, entering payments into the computer system, communicating with vendors, processing checks, preparing purchase requisitions, monitoring approvals for documents, documenting checks issued to employees, troubleshooting problems with the computer system, collecting monthly workload data, compiling worksheets and submitting data to the state for personnel requirements.
7	S	Estimates and verifies taxes by assessing the property, verifying property value, performing calculations to determine the taxes due, preparing forms and spreadsheets, making changes and submitting to the appropriate parties.
8	S	Performs related duties by organizing special projects, participating on committees, managing the computerized bankruptcy program, managing the annual voice and data charge outs, preparing and maintaining lease and purchase certificates and completing other tasks as requested. Analyzing and recommending rates for various programs and services.
9	S	Writes, submits and monitors grant activity including special grants.
10	M	Performs emergency weather recovery by providing administrative support of the team participating in removal operations for ice, snow and storm debris.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience in a supervisory position.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read policy and procedures, financial analysis, personnel documents and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division and governmental accounting at a college level.
Writing	Work requires the ability to write policies and procedures, job specifications, and general correspondence at a college level.
Managerial	Managerial responsibilities include planning and managerial activities, budget analysis, developing objectives and procedures for department.
Budget Responsibility	Oversees budget preparation of departmental budget and reviews and approves expenditures of significant budgeted funds for the department and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, printer, memo or document distribution
Sitting	C	Desk work, computer, meetings
Walking	O	Inter-office
Lifting	O	Books, in-coming packages, files, reports
Carrying	O	Books, in-coming packages, files, reports
Pushing/Pulling	O	Desk drawers or filing cabinet drawers
Reaching	F	Telephone from desk, filing cabinet drawers
Handling	F	Books, in-coming packages, files, reports, office supplies, office equipment
Fine Dexterity	C	Computer keyboard, calculator
Kneeling	O	Filing in lower cabinet drawers
Crouching	O	Filing in lower cabinet drawers
Crawling	N	
Bending	O	Filing in lower cabinet drawers
Twisting	O	Filing in lower cabinet drawers
Climbing	N	
Balancing	O	Filing
Vision	C	Computer, desk work, reading, filing
Hearing	C	Telephone, co-workers, staff, meetings
Talking	C	Telephone, co-workers, staff, meetings
Foot Controls	N	
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, copy machine, fax machine, printer, telephone, calculator, laser fiche equipment, Standard Microsoft Windows and Office software, budget software - Advantage Financial System software (AFIN), personnel software (PeopleSoft)

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

- (3)