

BUSINESS MANAGER

DEFINITION

Under general supervision, manages and coordinates the business management functions within a division or department; and provides responsible administrative support to assigned management staff.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Department Director, Assistant Director, or designee. May exercise supervision over professional, technical or clerical staff.

DISTINGUISHING CHARACTERISTICS

The Business Manager is responsible for the business functions of a division or department. The incumbent exercises independent judgment relating to the development, revision, and implementation of various policies and procedures. The Business Manager differs from the Senior Management Analyst in that the latter assists in the management of personnel and/or business functions of a department or division. The Business Manager differs from the Administrative Manager in that the latter has responsibility for managing and administering various functions within a department including financial management, contract administration and personnel management.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

may include, but are not limited to, the following:

Manages and coordinates the business functions of assigned division(s) or department including financial management, contract administration, budget development and coordination, and grant analysis.

Manages, coordinates, and prepares complex technical, administrative, and financial analytical and statistical reports that present and interpret data, identify alternatives, and present and justify conclusions, forecasts, and recommendations based on data summaries and other findings.

Manages and coordinates accounting functions including payroll, accounts payable, cost accounting, cash receipts, accounts receivable, capital projects, grant accounting, and related accounting functions.

Manages and participates in the preparation of assigned budget; reviews, analyzes, and compiles budgets for various programs; explains needs and provides justification for items; reviews and decides on expenditure requests and budget variances.

Manages or coordinates the preparation of and review of grant proposals for various programs and projects of assigned business unit; prepares grant applications, maintains accounting of revenues and expenditures, processes requests for payment, and maintains grant documentation in compliance with grant guidelines and federal and state policies and procedures.

Manages and coordinates activities associated with assigned contracts; participates in research and evaluation of proposed contractual obligations and agreements; assists in contract negotiations and administration; monitors compliance with applicable contractual agreements.

Provides technical administrative support to City or departmental management, committees, or other personnel as assigned.

Participates in the selection of personnel; establishes work standards.

Coordinates interdepartmental business unit activities with other City departments and divisions and with outside agencies; meets with other City departments, agencies, committees, community groups and public officials to coordinate and implement various projects and programs.

May supervise subordinate clerical, technical, and professional staff.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of assigned business unit which includes financial management, contract administration, budget development and coordination, and grant analysis.

Modern municipal management and public administration including current budgetary and fiscal operations and controls.

Principles and practice of program development.

Methods and techniques of data collection, research, and report preparation.

Advanced methods and techniques of statistical and financial analysis.

Principles and procedures of financial record keeping and reporting.

Principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Principles and practices of budget preparation and administration.

Advanced principles and practices of accounting.

Office procedures, methods, and equipment including computers and applicable software applications.

Principles and practices used in grant development and administration.

Principles and practices of customer service.

Principles of business letter writing.

Policies and procedures of the assigned department.

English usage, spelling, grammar, and punctuation.

Pertinent federal, state and local laws, codes and regulations.

Skills to:

Operate modern office equipment including computer equipment.

Ability to:

Manage and coordinate business functions which includes financial management, contract administration, budget development and coordination, and grant analysis.

Prepare and administer assigned budget.

Analyze and supervise the systematic compilation of technical and statistical data and prepare reports.

Present ideas, concepts and recommendations clearly and concisely in oral, written and chart form.

Research and analyze issues and problems and prepare recommendations on a variety of issues.

Understand the organization and operation of assigned unit and outside agencies as necessary to assume assigned responsibilities.

Interpret and apply pertinent federal, state and local laws, codes and regulations as well as City policies and procedures.

Research, analyze and evaluate programs, policies and procedures.

Collect, evaluate and interpret complex information and data.

Prepare clear and concise administrative and financial reports.

Maintain accurate and complete records on programs and operations.

Interpret technical information for a variety of audiences.

Independently prepare correspondence and memoranda.

Supervise and evaluate the work of support staff.

Operate office equipment including computers and supporting applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Finance or related field; and

Experience:

Four years of professional, administrative, operations, budgetary or similar experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis, up to a maximum of two years.

Special Requirements:

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director of Personnel Services

DATE: _____