

Class Concept

Positions in this class have full responsibility for managing a diverse and/or dynamic business operation. They oversee multiple business components in areas of budget management, financial planning, accounting, purchasing, inventory, payroll, personnel administration and facilities management. Positions in this class provide leadership and administrative direction in the development of processes, procedures, and systems that contribute to successful business operations. Work involves regular monitoring of the quality and quantity of the business functions and service delivery efforts. Positions supervise professional-level employees performing duties in any of the above business functions. This managerial role involves the establishment of short-term and long-term goals and objectives, the formulation of business policies and practices, and the overall direction of business operations and service delivery. Positions in this class are responsible for researching, analyzing, and addressing problems with significant impact. Their role also includes maintaining successful working relationships with colleagues, customers, administrators and administrators affected by the business operations.

The Business Manager II is distinguished from the lower level by a higher degree of diversity and complexity of business functions/components managed, functioning more dynamically, higher scope and impact of decision-making, the larger quantity and higher level of professional staff supervised, and the placement of position in the agency's organizational structure.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of fiscal/budgetary theories and methodology.
- Thorough specialized program knowledge and judgment.
- Thorough knowledge of the reliability of systems and internal controls.
- Thorough knowledge of HR practices.
- Thorough knowledge of Federal/State policies.
- Thorough knowledge of Departmental rules and regulations.
- Ability to mentor, coach and manage the total competencies of staff in multiple organizational units or region.
- Ability to manage complex work situations as well as anticipate and remain alert to potentially problematic situations.
- Ability to lead the development and implementation of vision and mission statements as well as direct the development and implementation of goals and objectives.

Minimum Education and Experience

Bachelor's degree in accounting, business, finance or other discipline related to the area of assignment from appropriately accredited institution and five (5) years of progressive related experience, in which, two (2) years should be in a supervisory role, or equivalent combination of education and experience.