

Class Concept

Positions in this class administer and coordinate a variety of business and/or fiscal functions for a work unit, program, or department. Work is characterized by a variety of business, fiscal and administrative functions. Work requires knowledge of applicable policies, procedures, and information systems in order to communicate and process information. The range of duties includes, but is not limited to, program coordination, program marketing and customer service, budget management, event planning, report writing, summarizing, and reconciling information or financial data, records and facilities management, personnel administration, and closely related functions. Work may include the supervision of other(s).

Recruitment Standards

Knowledge, Skills, and Abilities

- Ability to manage well-defined business functions for a department unit or an organization.
- Ability to collect and analyze information and prepare reports
- Basic knowledge of policies and procedures related to business practices and internal control procedure
- Ability to frequently serve as an internal resource on financial matters with responsibilities including reconciling budget expenditures, and monitoring accounts
- Ability to manage a budget with limited funding sources
- Ability to compile financial data for reporting purposes
- Ability to identify, recognize, and resolve problems that have established precedents and limited impact
- Ability to compile, organize, and analyze financial information and other data
- Ability to review, examine, and prepare documents
- Ability to explain and apply policies, and procedures using standard formats
- Ability to advise others in most matters related to program operations
- Ability to communicate factual information, general guidelines, and standard procedures
- Ability to plan and facilitate the activities of the work units
- Ability to evaluate and assess workflow and staffing resources

Minimum Education and Experience

High school or General Educational Development (GED) diploma and four years of related administrative experience; or an equivalent combination of education and experience.