

BUSINESS OFFICER I

NATURE OF WORK

This is administrative work as business manager of a small state institution or agency or as assistant business manager in a large state institution.

Employees have responsibilities for the organization and supervision of fiscal and budgetary operations, personnel administration, purchasing, auxiliary enterprises, physical plant operations, and other managerial functions with variations fitting the size, organization, physical layout, and type of institution or agency. Assignments in this class are in hospitals, educational institutions and the smaller state agencies, and employees work independently under the general supervision of higher level administrative officials.

ILLUSTRATIVE EXAMPLES OF WORK

Directs and supervises the maintenance of institution accounts; assists in preparing budget estimates; deposits incoming monies, approves all checks and vouchers; prepares requests for quarterly allotments and requisitions for funds.

Determines needs and approves requisitions for all supplies, equipment and repairs; supervises general storage warehouse; signs requests for bids and opens bids; supervises the preparation of purchase orders; confers with storekeepers, housekeepers, and dietitians regarding current supplies and future requirements; interviews salesmen.

Inspects physical plant; confers with architects, contractors, and state officials concerning permanent improvements; checks buildings for repairs; approves all work orders.

Analyzes problems relating to state programs for the blind and makes recommendations for new or revised procedures to division supervisors.

Recruits and assigns personnel; interprets state personnel policies; maintains personnel records; prepares payrolls.

Performs related work as required.

KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the principles and practices of public and business administration.

Considerable knowledge of modern office procedures, practices, and equipment.

General knowledge of personnel, purchasing, and accounting practices and procedures.

Ability to plan and direct fiscal and business services.

Ability to establish and maintain effective working relationships with associates, other state officials, and the general public.

ACCEPTABLE TRAINING AND EXPERIENCE

Graduation from a four-year college or university, preferably with a major in business, public, or hospital administration, and four years administrative experience involving participation in the planning and management of a business or governmental program; or an equivalent combination of training and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.