

## BUSINESS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is important and responsible work involving maintaining efficient and economical administration of the Board of Public Utilities. An incumbent is delegated a variety of administrative and managerial duties in conducting agency affairs in order. The work is under the direction of the General Manager and in accordance with policies outlined by the Board of Public Utilities. Wide latitude is permitted for the exercise of independent judgement in planning, developing, directing, and coordinating support services and functions of the facility. Supervision is exercised over subordinate employees. An Business Manager does related work as required.

### TYPICAL WORK ACTIVITIES:

- Supervises the operation of the business office;
- Prepares tentative budget estimates and maintains budgetary controls;
- Supervises maintenance of internal accounts and the preparation of payrolls;
- Reviews budget requests, supervises the analysis of such requests, prepares recommendations and justifications, participates in budget hearings;
- Directs continuing and special studies of the organization and its operations;
- Promulgates policy and procedural manuals and guidelines;
- Controls expense accounts and purchases;
- Handles complaints, unusual problems, and conducts a variety of correspondence;
- Maintains personnel records, handles personnel problems of department staff in accordance with collective bargaining agreements;
- Compiles, prepares, and analyzes a variety of financial and statistical records and reports;
- Compiles data for and prepares financial aid applications;
- Trains and orients new employees;
- Maintains contact with units within the department and with other agencies and may assist in solving problems and develop improved services;
- Utilizes electronic data processing system to record and report management information.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of office terminology, procedures, and equipment; thorough knowledge of business arithmetic and English; good knowledge of the principles and modern practices of office management and supervision; good knowledge of the principles and modern practices of account keeping and budget control; ability to gain familiarity with departmental organization, functions, policies, laws, regulations, and procedures; ability to organize and coordinate the work of others; ability to understand and carry out complex oral and written directions; ability to prepare correspondence and reports; ability to secure the cooperation of others; ability to deal effectively with the public; good judgement in solving accounting and administrative problems; initiative and resourcefulness; tact and courtesy; integrity; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and five years of experience in maintaining or auditing financial accounts or records.\*

\*Graduation from a regionally accredited or New York State registered college, university, or business institute with a degree or diploma in accounting, business administration, or secretarial science may be substituted for the required experience on a year for year basis with 30 semester credit hours equal to one year of experience. One year of experience is required and additional experience beyond the baccalaureate degree level cannot be substituted for this year of experience.

### CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: \_\_\_\_/\_\_\_\_\_/2018