

|  |                                       |                                  |
|--|---------------------------------------|----------------------------------|
| <b>POSITION DESCRIPTION</b>                          |                                       | AGENCY/DEPT ID<br>DAS/DAS105220  |
| DIVISION OR INSTITUTION<br>General Services Division | UNIT OR OFFICE<br>Business Operations | COUNTY OF EMPLOYMENT<br>Franklin |

|  |  |   |   |                                       |
|--|--|---|---|---------------------------------------|
| POSITION NUMBER<br>20005498<br><br><br><br><br><br><br><br><br><br><br>JOB TITLE<br>Business Operations Manager 2<br><br><br><br><br><br><br><br><br><br><br>JOB CODE<br>63392 | <input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update   |   | Position Hyperlinked to <input type="checkbox"/><br>Agency Organizational Tree  |                                       |
|  | USUAL WORKING TITLE OF POSITION<br>Business Office Manager   |   | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR<br>20005497 Business Operations Manager 3  |                                       |
|  | <input checked="" type="checkbox"/> Permanent<br><input type="checkbox"/> Temporary<br><input type="checkbox"/> Intermittent   | <input checked="" type="checkbox"/> Classified<br><input type="checkbox"/> Unclassified<br><input type="checkbox"/> Essential   | Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt<br><br>If FLSA Exempt, exemption type:<br>Administrative   | Bargaining Unit 22<br><br>Page 1 of 2 |
|  | NORMAL WORKING HOURS (Explain unusual or rotating shift):<br>FROM: 8:30 am                      TO: 5:30 pm                      Report in location and work hours subject to change.            |   |   |                                       |
|  | <b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>  |   |   |                                       |
|  | %  | Job Duties in Order of Importance   | Knowledge, Skills & Abilities   |                                       |
|  | 35   | Plans, directs & coordinates administrative & support functions for DAS, General Services Division (i.e., purchasing, fixed assets, inventory control, contract administration, budget preparation & monitoring, accounts payable & fiscal services); formulates & implements policies & procedures (e.g., Petty Cash Fund Procedure, Controlling Board Procedure, Fixed Asset Management System Policy); supervises & coordinates responsibilities of analysts performing financial analysis, financial reporting, payroll accounting, purchasing, & accounts payable; acts as division cash manager ensuring that cash & checks are properly controlled & accounted for; prepares Business Office recommendations for development of annual customer rates for GSD businesses; oversees division's financial reporting to ensure that program managers are provided with budget & fiscal information necessary to manage their programs (i.e., interacts regularly with managers to interpret data & support their needs); oversees preparation of several division-wide financial reports including Statewide Cost Allocation Program (SWCAP) & Generally Accepted Accounting Principles (GAAP); supervises assigned staff (e.g., approves leave & timesheets, prepares performance evaluations; trains new staff, administers discipline); Manages division asset management function: oversees division asset policies & procedures; oversees annual certification of assets & biennial physical inventory; oversees responsibilities of program unit inventory coordinators; ensures division is compliant with all statewide directives; acts on behalf of Business Operations Administrator in his absence; attends meetings; oversees special projects as necessary. | Knowledge of (1) Generally Accepted Accounting Principles (GAAP); (2) budget development & oversight; (3) fiscal reporting; (4) cost accounting (e.g., payroll & capital budgets); (5) fiscal management; (6) agency costing policies & procedures (e.g., labor & material costing)*; (7) business administration; (8) office management; (9) supervision; (10) work force planning; (11) employee training & development; (12) Federal, state & departmental policies & procedures*. Skill in (13) operation of personal computer & software using advanced functions of MS Word, Access & Excel (e.g., queries, pivot tables, macros, if-then statements, scenarios, complex formulas). Ability to (14) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (15) develop complex reports; (16) use statistical analysis; (17) communicate effectively, both verbally & in writing. |                                       |
|  | 25   | Manages division operations & maintenance budget; prepares biennial budget; coordinates program unit requests; sets annual allotments; performs analyses on budgets & cash flows; authorizes budget journal transfers; provides expertise & guidance to program managers & staff on operating budget issues; develops & oversees rate development process for all division rate pools; conducts regular analyses on GSD rate pools.   | Knowledge of 1, 2, 3, 4, 5, 6*, 7, 12*, Skill in 13<br>Ability to 14, 15, 16, 17  |                                       |
|  | List Position Numbers & Job Titles of Positions Supervised:<br>20005501 Account Clerk 1<br>20005505 Fiscal Specialist 2<br>20005507 Management Analyst Supervisor 1<br>20005508 Fiscal Officer 2 |   | SIGNATURE OF AGENCY REPRESENTATIVE<br>  | DATE<br>4/5/12                        |

April 4.5.12 (cc)

|  |                                       |                                  |
|--|---------------------------------------|----------------------------------|
| <b>POSITION DESCRIPTION</b>                          |                                       | AGENCY/DEPT ID<br>DAS/DAS105220  |
| DIVISION OR INSTITUTION<br>General Services Division | UNIT OR OFFICE<br>Business Operations | COUNTY OF EMPLOYMENT<br>Franklin |

|                                    |  |  |  |   |
|------------------------------------|--|--|--|---|
| <b>POSITION NUMBER</b><br>20005498 | <input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update   |  |  | Position Hyperlinked to <input type="checkbox"/>                                    |
|                                    |  |  |  | Agency Organizational Tree  |
|                                    | USUAL WORKING TITLE OF POSITION<br>Business Office Manager   |  | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR<br>20005497 Business Operations Manager 3 |   |
|                                    | <input checked="" type="checkbox"/> Permanent  | <input checked="" type="checkbox"/> Classified   | Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt   | Bargaining Unit 22  |
|                                    | <input type="checkbox"/> Temporary   | <input type="checkbox"/> Unclassified  | If FLSA Exempt, exemption type:<br>Administrative  | Page 2 of 2   |
|                                    | <input type="checkbox"/> Intermittent  | <input type="checkbox"/> Essential   |  |   |
|                                    | NORMAL WORKING HOURS (Explain unusual or rotating shift):<br>FROM: 8:30 am      TO: 5:30 pm      Report in location and work hours subject to change.  |  |  |   |
|                                    | <b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>  |  |  |   |
|                                    | %  | Job Duties in Order of Importance  |  | Knowledge, Skills & Abilities   |
|                                    | 20   | Manages purchasing & accounts payable functions of GSD Business Office: provides general oversight of GSD procurement analyst; manages compliance with all purchasing laws, rules, policies & procedures including processes & coding; analyzes actual expenditures as compared to budgeted & projected expenditures; monitors funding levels & transfers allotments to maintain adequate funding in all accounts; provides direction to purchasing & payables staff; oversees business policies & procedures & division-wide reporting; oversees internal control review of divisional purchasing & accounts payable activities & functions; develops, implements, plans, directs & monitors correction of internal control weaknesses. |  | Knowledge of 1, 2, 3, 4, 5, 6*, 7, 12*,<br>Skill in 13<br>Ability to 14, 15, 16, 17 |
| 15                                 | Plans & manages division capital improvements budget: prepares biennial budget & re-appropriations requests; coordinates program unit requests; provides expertise & guidance to program managers & staff on capital related issues; oversees capital appropriations & expenses; manages & oversees procurement & accounts payable functions for capital projects. |  | Knowledge of 1, 2, 3, 4, 5, 6*, 7, 12*,<br>Skill in 13<br>Ability to 14, 15, 16, 17      |   |
| 5                                  | Oversees Controlling Board (CB) functions of division: oversees preparation of requests & serves as division expert on CB matters; works with program units to meet their needs & to comply with policies & procedures; monitors progress of requests & coordinates representation at CB meetings; provides expertise & guidance to program staff on CB issues.    |  | Knowledge of 1, 2, 3, 4, 5, 6*, 7, 12*,<br>Skill in 13<br>Ability to 14, 15, 16, 17      |   |
|                                    |  |  | *developed after employment  |   |
| <b>JOB CODE</b><br>63392           | List Position Numbers & Job Titles of Positions Supervised:<br>20005501 Account Clerk 1<br>20005505 Fiscal Specialist 2<br>20005507 Management Analyst Supervisor 1<br>20005508 Fiscal Officer 2   |  | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Jeffrey Westhonen/ce</i>                        | DATE<br>4/5/12  |

Cpd 4.5.12/aw