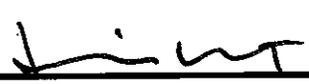


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|---|---------------------------------------|---|
| POSITION DESCRIPTION | | AGENCY/DEPT ID Department of Administrative Services/ DAS101000 |
| DIVISION OR INSTITUTION Administrative Support | UNIT OR OFFICE Business Management | COUNTY OF EMPLOYMENT Franklin |

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|--|---|---|---|--|
| POSITION NUMBER 20005498 JOB TITLE Business Operations Manager 2 JOB CODE 63392 | <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 Business Office Manager | | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization | |
| | <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent | <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential | Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative | Bargaining Unit 22 PR 15 Page 1 of 2 |
| | NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:30 am TO: 5:30 pm Report in location and work hours subject to change. | | | |
| | JOB DESCRIPTION AND WORKER CHARACTERISTICS | | | |
| | % | 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; 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 Ability to 14, 15, 16, 17 *developed after employment | |
| | List Position Numbers & Job Titles of Positions Supervised: See Table of Organization | | SIGNATURE OF AGENCY REPRESENTATIVE  | DATE 1/22/15 |

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| DIVISION OR INSTITUTION Administrative Support | UNIT OR OFFICE Business Management | COUNTY OF EMPLOYMENT Franklin |

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| | <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent | <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential | Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative | Bargaining Unit 22 PR 15 Page 2 of 2 |
| | NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:30 am TO: 5:30 pm Report in location and work hours subject to change. | | | |
| | JOB DESCRIPTION AND WORKER CHARACTERISTICS | | | |
| | % | 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* Skill in 13 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* Skill in 13 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* Skill in 13 Ability to 14, 15, 16, 17 | |
| | *developed after employment | | | |
| List Position Numbers & Job Titles of Positions Supervised: See Table of Organization | | SIGNATURE OF AGENCY REPRESENTATIVE  | DATE 1/22/15 | |

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