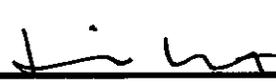


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

<b>POSITION NUMBER</b> 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 Business 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	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: 8:00 a.m. TO: 5:00 p.m.				

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	<p>Plans, directs &amp; manages all financial functions of the Department of Administrative Services' (DAS) General Services division, including budgeting, rate development, and procure-to-pay processes: evaluates division's procurement requests to ensure compliance to fiscal/purchasing policies &amp; procedures; authorizes all division procurement requests &amp; oversees staff processing of those requests (e.g., purchase orders, debits &amp; credit card transactions); oversees divisional A/P activities &amp; functions (e.g., analyzes actual expenditures as compared to budgeted &amp; projected expenditures, monitors funding levels &amp; transfers allotments to maintain adequate funding in all accounts); supervises &amp; assists staff in development, analysis &amp; monitoring of each division's annual &amp; biennial budgets; manages division asset management function (e.g., oversees division asset policies &amp; procedures, annual certification of assets, biennial physical inventory &amp; responsibilities of program unit inventory coordinator); provides guidance to agency deputy directors &amp; senior management in preparing &amp; monitoring annual &amp; biennial budgets in view of projected goals, objectives &amp; budget cuts; identifies &amp; analyzes potential budget issues &amp; recommends solutions; prepares special accounting &amp;/or budget analysis of information, as required; manages &amp; develops each division's annual rate development &amp; mid-year rate review process; provides analyses on rate pools, as necessary &amp; provides recommendations; directs staff in monitoring performance of established rates &amp; identifying discrepancies (e.g., verify revenue collected is in agreement with approved rates); supervises assigned staff (e.g., assigns, monitors &amp; reviews work assignments, trains or recommends needed training &amp; orients/updates staff on work activities &amp; related policies &amp; procedures, approves timesheets &amp; leave requests, recommends disciplinary action, completes performance evaluations, &amp; counsels employees to improve performance); attends meetings, participates in confidential discussions with senior staff &amp; prepares reports, as necessary.</p>	<p>Knowledge of (1) budgeting; (2) accounting principles &amp; practices; (3) agency policies &amp; procedures*; (4) government structure &amp; process*; (5) state budget, billing rate &amp; personal service contract processes*; (6) supervision; (7) workforce planning; (8) employee training &amp; development; (9) interviewing techniques; (10) asset management. Skill in (11) operation of personal computer &amp; related software (e.g., Microsoft Office Suite, PeopleSoft application). Ability to (12) deal with large number of fiscal &amp;/or budgetary variables &amp; determine specific course of action; (13) define problems, collect data, establish facts &amp; draw valid conclusions; (14) comprehend &amp; record figures accurately, (15) use statistical analysis; (16) use proper research methods in gathering data; (17) prepare contracts; (18) gather, collate &amp; classify information about data, people or things; (19) inventory control; (20) handle sensitive inquiries from &amp; contact with officials &amp; general public.</p> <p align="right">*developed after employment</p>

List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/14/15
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