POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105220

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Business Operations	Franklin

POSITION NUMBER 20005498

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Business Office Manager	20005497 Business Operations Manager 3

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:30 am TO: 5:30 pm Report-in location subject to change.

JOB TITLE: Business Operations Manager 2

JOB CODE: 63392

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; 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 Ability to 14, 15, 16, 17 *developed after employment

List Position Numbers & Job Titles of Positions Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005501 Account Clerk 1 20005505 Administrative Assistant 3 20005507 Management Analyst Supervisor 1 20074578 Fiscal Specialist 1	Randall J. Howard	5·3·11

Appl 5·3·11 (AA)

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POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105220

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Business Operations	Franklin

POSITION NUMBER 20005498

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to Agency Organizational Tree ☐

USUAL WORKING TITLE OF POSITION: Business Office Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005497 Business Operations Manager 3

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type: Administrative

Bargaining Unit 22

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:30 am TO: 5:30 pm Report-in location subject to change.

JOB TITLE: Business Operations Manager 2

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

JOB CODE 63392

List Position Numbers & Job Titles of Positions Supervised:
20005501 Account Clerk 1
20005505 Administrative Assistant 3
20005507 Management Analyst Supervisor 1
20074578 Fiscal Specialist 1

SIGNATURE OF AGENCY REPRESENTATIVE: Randall Howard

DATE: 5-3-11

Appl 5-3-11 AW