

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

POSITION NUMBER 20005509 JOB TITLE Financial Manager JOB CODE 66586 <i>apd 3-16-16al</i>	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input 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 3
	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	
	40	Plans, directs & coordinates procurement, fixed assets, inventory control, & contract administration functions of Department of Administrative Services' (DAS) General Services, Administrative Support, Equal Opportunity & Human Resources divisions & Office of Collective Bargaining; oversees evaluation of each division's procurement requests to ensure compliance with fiscal/purchasing policies & procedures; oversees authorization of division procurement requests & staff processing of those requests (e.g., purchase orders, debits & payment card transactions); oversees personal service contract approval & contract administration (e.g., adherence to laws, rules & guidelines, routed properly through agency approval process); manages asset management function for assigned divisions (oversees division asset policies & procedures, annual certification of assets & biennial physical inventory); provides guidance to agency deputy directors & senior management in procurement planning & asset management activities in view of projected goals, objectives & available resources; identifies & analyzes potential business operation issues & recommends solutions; prepares or oversees special financial analyses, as required; manages each division's annual Minority Business Enterprise (MBE) plan preparation & submissions; supervises lower-level managers (e.g., approves leave, evaluates performance, initiates discipline, sets goals); attends meetings, participates in confidential discussions with senior staff & prepares reports, as necessary.	Knowledge of (1) business administration; (2) accounting principles & practices; (3) agency policies & procedures*; (4) government structure & process*; (5) state budget, billing rate & personal service contract processes*; (6) applicable state &/or federal laws, rules, procedures & standards governing fiscal operations* (7) supervision; (8) workforce planning; (9) employee training & development; (10) interviewing techniques; (11) inventory & asset management; (12) budget development & oversight for multi-million dollar operations. Skill in (13) operation of personal computer & associated hardware/software (e.g., Microsoft Office Suite, PeopleSoft). Ability to (14) deal with large number of fiscal &/or budgetary variables & determine specific course of action; (15) define problems, collect & analyze data, establish facts & draw valid conclusions; (16) comprehend & record figures accurately; (17) use statistical analysis; (18) use proper research methods in gathering data; (19) prepare contracts; (20) gather, collate & classify information about data, people or things; (21) prepare &/or edit financial reports, records, &/or correspondence; (22) concentrate with attention to detail; (23) handle sensitive inquiries from & contact with officials & general public.	
			*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/16/16

