

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
IT Service Delivery

UNIT OR OFFICE  
Business Support Office

POSITION CONTROL NUMBER  
41120.0  
CLASS TITLE  
Business Operations Manager 2  
CLASS NUMBER  
63392

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Assistant Business Office Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
41100.0 Business Operations Manager 3

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. – 5:00 p.m.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in order of Importance	Minimum Acceptable Characteristics
50	<p>Plans, directs &amp; coordinates administrative &amp; support functions (i.e., purchasing, fixed assets, inventory control, budget preparation &amp; monitoring &amp; contract administration) for Information Technology Service Delivery (ITSD) Division; assists Business Operations Manager 3 to plan, coordinate and direct administrative and support functions (i.e., budget preparation and monitoring for operating funds in excess of \$120 million and capital funds in excess of \$159 million; contract administration for full range of legal agreements (e.g., hardware, software, services, maintenance and consulting) for computer systems and telecommunications with annual vendor volume of approximately 600; Plans, manages &amp; directs divisional fiscal operations (e.g., Fixed Asset Management, Inventory Control, Accounts Payable and Accounts Receivable, GAAP &amp; Grant Funding). Formulates and implements division policies and procedures including IACP; performs cost accounting in accordance with federal circular A-87 which requires cash refund or other settlement for excess cost recovery from federal programs; develops &amp; analyzes rates; develops &amp; monitors business plans; develops &amp; monitors MBE/Edge program plans for State of Ohio Chief Information Officer (CIO), Deputy Director, and ITSD program managers. Serves as manager of the Financial Analysis, Budget &amp; Accounting sections. Supervises subordinate supervisors.</p>	<p>Knowledge of (1) budget development; (2) fiscal &amp; office management principles; (3) federal, state, departmental policies &amp; procedures*; (4) business administration; (5) accounting practices &amp; principles; (6) OMB A-87 requirements*; (7) labor relations; (8) work force planning; (9) employee training &amp; development; (10) supervision techniques; (11) human relations; (12) principles of interviewing; (13) federal &amp; state statutes &amp; regulations (e.g., SWCAP, GAAP, IACP)*. Skill in (14) use of a personal computer &amp; related software (e.g., word processing, spreadsheets, databases). Ability to (15) define problems, collect data, establish facts, draw valid conclusions &amp; initiate solutions; (16) understand non-verbal symbols in formulas, equations or graphs; (17) comprehend &amp; record figures accurately; (18) calculate fractions, decimals &amp; percentages; (19) use statistical analysis.</p> <p>*developed after employment</p>

List Position Numbers and Class Titles of positions directly supervised:  
41122.0 Mgmt Analyst 2      41130.0 Fiscal Officer 2  
41124.0 Mgmt Analyst 2      41160.0 Mgmt Analyst 2

SIGNATURE OF AGENCY REPRESENTATIVE  
*George L. Howard*

DATE  
7-30-03

*Apd 8-11-02 CB*

