

ISSUED: 6/93
8/91 & 3/88

TITLE: <u>Business Manager I</u>	SALARY SCHEDULE: <u>B</u>	CLASS CODE: <u>PE106</u>
UNION: <u>P&A – Local 1979, U.A.W</u>	SALARY GRADE: <u>12</u>	EEO CODE: <u>10</u>
	FLSA: <u>Exempt</u>	E-CLASS: <u>PE</u>

POSITION PURPOSE

Manage the fiscal, administrative and operational activities and services for a small Division, School, College, Center/Institute or autonomous functional unit producing substantial revenues. Provide specialized guidance and assistance in technical accounting and organizational management practices and principles.

ESSENTIAL JOB FUNCTIONS

- Manage and oversee the fiscal, personnel and/or operational activities for a small Division, School, College, Center/Institute or autonomous functional unit producing substantial revenues. Assist in the development of administrative and operational procedures that support established goals and objectives and are in conformance with University policies and procedures.
- Manage fiscal activities. Prepare budget projections and plans; conduct cost analysis; review billings; oversee payroll and personnel activity reports; monitor revenues and expenditures. Possess signatory authority on related paperwork. Prepare statistical analysis and related reports regarding financial activities to ensure compliance with University policy as well as possible contractual agreements.
- Manage personnel activities. Determine present and future staffing requirements; hire, train and evaluate work of exempt and non-exempt personnel. Serve as primary liaison with University academic and administrative Human Resources staff on employment, classification/benefits, training and salary administration matters. Possess signatory authority on related paperwork. Coordinate resources, establish work schedules and propose changes to improve efficiency in administrative procedures and the achievement of goals and objectives.
- Prepare detailed reports, statistical analyses and summaries concerning administrative activities. Conduct cost/benefit analyses and needs assessment to analyze effectiveness of overall operational activities and services. Analyze contract compliance and recommend related administrative procedures.
- Oversee and monitor purchase requisitions for Division, School, College, Center/Institute or functional unit. Contact vendor representatives and related University personnel to determine procurement options, contractual agreements and negotiations as well as resolution of related problems.

- Represent the administrative head to other University personnel, vendors, external clients and outside professional organizations and groups. Participate on various committees and task forces; serve as resource providing general information and problem resolution for operational activities. Represent assigned unit at professional conferences and keep abreast of current trends and developments.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This level requires a professional possessing specialized knowledge of and experience in administrative and financial management who is capable of coordinating and participating in an activity or group of activities specific in objective and content. This level is generally assigned to a small Division, School, College, Center/Institute or functional unit producing substantial revenues or having a degree of fiscal and administrative autonomy that necessitates a complex decentralized bookkeeping system. This classification demands knowledge and experience of accounting practices and principles. Work activities are characterized by thinking within substantially diversified, but established procedures and standards. In addition, the scope of responsibility/accountability can be measured by overall job magnitude (\$ size - small). This classification level is generally regulated by well defined practices, established precedents and supervisory review. Work activities require substantial liaison activities. In particular, this classification functions as primary contact with both academic and administrative Human Resources offices within the University. The incumbent should possess some knowledge of and experience in administrative and financial management. The levels are determined by the number of employees supervised, complexity and scope of the operation, degree of authority and extent of accountability. Work direction is received from an Executive Officer, Dean or Director.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university or an equivalent combination of education and/or experience. Coursework in business administration or accounting preferred.
- Some experience as an administrative supervisor, preferably in the University.
- Considerable knowledge of and experience with accounting principles and procedures.
- Knowledge of and experience in organizational management, business administration, fiscal planning and personnel management.
- Knowledge of University policies and procedures.
- Strong problem solving, analytic and organizational skills.
- Ability to communicate effectively with others.
- Excellent oral and/or written communication skills.
- Knowledge of PC and computer based application desirable.
- Typically, incumbents have held professional/administrative positions, e.g. Administrative Assistant, Accountant, etc.