

BUSINESS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The position involves responsibility for administering, directing and coordinating the supportive activities of a Mental Health Department or Public Health Nursing Department. The incumbent performs management functions including, but not limited to, fiscal management, budgeting, program planning, personnel supervision, and program evaluation. The work is performed under the general supervision of the Director of Community Mental Health Services or Public Health Director with wide leeway given for the frequent exercise of independent judgment. Supervision is exercised over clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Supervises the administrative and support functions of the department; Formulates policies and procedures for the administration, budget, and office procedures; Supervises and expedites the maintenance of records and the preparation of reports; Prepares financial statements and evaluations; Directs and conducts special administrative and financial reports as requested by the department head; Plans and supervises the collection, tabulation and analysis of financial and statistical data; Supervises clerical staff; Serves liaison and coordination functions with other departmental programs, other County Departments, contract agencies, local and State agencies; Attends conferences or training programs as a representative of the department; Performs related work necessary for the efficient execution of the administrative and fiscal functions of the department.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of principles and practices of office management, including a knowledge of personnel methods and procedures, organization, reporting and communication, and supervisory principles and techniques; Thorough knowledge of office terminology, procedures and equipment, thorough knowledge of keeping and checking accounting records, reports, budgets and policy material; Ability to obtain the cooperation of others; Ability to understand and carry out complex oral and written instructions; Ingenuity and resourcefulness in handling administrative problems; Ability to plan and supervise the work of others; Tact and courtesy; Superior judgment; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- A. (1) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree in Public or Business Administration, and (2) one year of experience in public or business administration or office management; OR
- B. (1) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree in human services, and (2) two years of experience specified in (A) above; OR
- C. (1) Graduation from high school or possession of a high school equivalency diploma and (2) six years of responsible clerical experience, which shall have included two years of supervisory experience and two years of account keeping responsibilities; OR
- D. An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

Adopted 3/23/87

Reviewed 11/2/98

Revised 8/27/04