

SOCIAL SERVICES BUSINESS MANAGER

DEFINITION

Under general supervision, is responsible for the development, operation and supervision of central support services to agency management including fiscal control, technical services, management information, communication and systems analysis; and to perform related duties as required.

EXAMPLES OF DUTIES

Assess the department's needs relative to assigned areas of responsibility, develops and implements plans to meet those needs in an efficient and effective manner; under the director, serves as the chief financial officer of the department, supervises and approves collections, disbursements, claims for reimbursement and maintains financial accountability of programs and operations; in coordination with other management staff, is responsible for the preparation of the department's annual budgets; performs, supervises and coordinates systems, financial, audit, economic, program and other analyses and studies; represents the department before the Board of Public Welfare, other county bodies and offices, state offices and its elected bodies, the media and general public; plans, organizes, coordinates and directs all business operations within the division's responsibility; plans, develops and maintains efficient work flow and administrative procedures for the department; supervises the development and negotiation of department contracts and leases; supervises contract compliance and evaluation; supervises department quality control programs; is responsible for department purchasing and equipment control; performs other duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: Requires a minimum of a Bachelor's degree in business administration or related field with at least 15 credits of accounting plus three years experience managing complex business accounting operations.

Knowledges and Abilities: Must have a comprehensive knowledge of accounting, budgeting and financial management principles, methods and systems; must have thorough knowledge of and ability to perform analyses as pertains to budget variances, program performance, cost/benefits, estimation techniques and auditing; must have good knowledge of systems analysis practices and procedures; must have knowledge of techniques of statistical analysis; good knowledge of purchasing and contracting principles and practices; must have good knowledge and understanding of electronic and manual management information/data processing techniques, methods and capabilities; must be skilled in applying knowledge to the identification and solution of problems; must have ability to communicate complex ideas and issues effectively orally and in writing; must have ability to plan, organize and supervise the work of others; must be able to work effectively with other staff, elected officials, other professionals and the public.