

CITY OF MADERA
BUSINESS MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, performs a variety of supervisory, administrative and technical work in the business management functions of a division; implements departmental policies and procedures; coordinates activities with other divisions, City departments, outside agencies and organizations; organizes, supervises, reviews and participates in the work of professional, technical and office support staff; makes recommendations to the City Council and various commissions and/or committees; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Business Manager** is the management level class, which oversees all functions and operations of a division. This classification is distinguished from the next lower classifications by the performance of overall division management responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Director of the department. May exercise direct and indirect supervision over professional, technical, field and office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Confers with and advises the department head and management personnel on general departmental administrative policies and procedures.
- Supervises the development and operation of systems for budgetary, accounting, personnel, records management, and other administrative functions of the department.
- Assists in determining methods for carrying out the broad overall policies of the department.
- Represents the department on administrative matters before boards, commissions, and agencies as required.
- Leads and participates in gathering and analyzing departmental organization, staffing and work load data; evaluates and prepares recommendations on departmental requests for program changes.
- Analyzes the types and levels of services; develops recommendations for the most effective organization structures, functions, staffing, and use of other resources.
- Supervises subordinate clerical, technical, and professional staff.

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- Prepares, manages and coordinates the development of the department budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Serves as a resource for department personnel, City staff and other organizations; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of public works and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

WORKING CONDITIONS:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and face-to-face service.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Business Manager**. A typical way of obtaining the required qualifications is to possess the equivalent three years of progressively responsible professional personnel, management, or administrative experience, and graduation from an accredited college or university with a Bachelor's Degree in business administration, public administration, or closely related field.

Substitution:

Additional experience deemed acceptable by the department head and as approved by the Director of Human Resources may be substituted for the required education on a year-for-year basis.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

The fundamentals and accepted management practices in public administration; principles and practices of budgetary and financial control; Research techniques and of sources and availability of information; Information processing systems and their applications; Modern safety principles, practices, methods, and techniques.

Skills to:

Operate an office computer and a variety of word processing, spreadsheet and other software applications.

Ability to:

Plan, direct, manage and coordinate the work of the Department; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; properly interpret and make decisions in accordance with laws, regulations and policies; analyze complex public works issues, evaluate alternatives and implement sound solutions; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; supervise, train and motivate department personnel; facilitate group participation and consensus building; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.