



CLASSIFICATION SPECIFICATION

CLASS NUMBER 80121

BUSINESS ADMINISTRATOR

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE 1/29/01

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Business Administrator may not perform all of the duties listed. However, performance of the first (I) duty a minimum of 20% of the time is mandatory for this classification.



Summary of Essential Duties

The primary purpose of the Business Administrator position is to oversee all fiscal, or all budgetary, or all human resources functions for assigned county department of job and family services AND plan, coordinate and administer one or more of the following support service functions: all building maintenance, all clerical support, all computer services, or all of another support service function. In addition, a Business Administrator will supervise lower-level supervisory personnel and/or all employees assigned to perform the support functions under the jurisdiction of the Business Administrator.

Duties

Frequency 85% +/- 5%

- I. Oversees all fiscal, or all budgetary, or all human resources functions for assigned county department of job and family services AND plans, coordinates and administers one or more of the following support service functions: all building maintenance, all clerical support, all computer services, or all of another support service function. In addition, supervises lower-level supervisory personnel and/or all employees assigned to perform the support service functions under the jurisdiction of the business administrator.
 - A. Determines need for new staff members.
 - B. Interviews applicants and makes recommendations for the hiring of new employees; initiates actions for the termination of employees.
 - C. Disciplines subordinates when necessary.
 - D. Reviews, approves or denies employee requests for leave.
 - E. Completed performance evaluations of subordinates' work.
 - F. Meets with subordinates regarding any grievances.
 - G. Trains new and current employees.
 - H. Assigns and reviews work of subordinates.

Frequency 5% +/- 2%

- II. Develops and implements agency policies and procedures pertinent to assigned functions.

Frequency 5% +/- 1%

- III. Performs public relations functions.

Frequency 5% +/- 2%



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- IV. Fills special requests for supervisor or director and makes decisions when supervisor or director is not present.



**KSA'S FOR THE
JOB CLASSIFICATION OF
BUSINESS ADMINISTRATOR**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Computer operations; State laws, rules and regulations; Federal laws, rules and regulations; Personnel practices; Supervisory practices; Training and development practices; Safety practices; Interviewing principles; Purchasing practices; Budgeting; Interviewing principles; Americans with Disabilities Act; Civil Rights Act; Occupational Safety and Health Administration (OSHA); Agency alarm system; Disciplinary practices and procedures; Contracts and negotiations with outside vendors.	Oral communication; Organization; Interviewing; Supervising; Performing computer operations.	Work with others; Answer routine questions/inquiries; Maintain accurate records; Supervise others; Interview others; Recommend qualified candidates; Interprets policies and procedures; Monitor the work of others; Assign work to others; Train others; Recognize errors in the work of others; Discipline others; Explain assignments, procedures, or situations to others; Make major purchases for the County; Contract with outside vendors; Maintain alarm system (e.g., maintain compliance with OSHA); Use computers.
II	Computer operations; Fiscal reports; Reimbursements and reconciliations; Auditing practices; Budgeting; Typing principles; Data processing procedures; Statistical operations.	Typing/Word processing; Organization; Perform computer operations.	Develop new procedures, policies, or programs; Interpret policies and procedures; Collect data; Perform intermediate mathematical operations (addition, subtraction, multiplication and division of fractions, decimals, and percentages); Maintain accurate records; Statistically analyze data; Read, copy and record figures; Gather, collate and summarize data; Perform statistical operations; Use computers; Write reports; Compile statistics; Prepare budgets.
III	Federal, State and Local rules and regulations regarding programs (e.g., fiscal, personnel); Personnel practices, policies and procedures; Payroll functions; Union contracts and collective bargaining agreements. Training and development practices; Compensation issues; Employee benefits; Fiscal management; Contracts and negotiations.	Oral communication; Organization.	Work with others; Interpret policies and procedures; Maintain accurate records; Implement personnel programs (e.g., training); Train others; Negotiate union contracts/collective bargaining agreements; Assist in the selection and placement of individuals; Oversee payroll processes; Coordinate employee benefits; Use computers.



IV	State laws, rules and regulations; Local laws, rules and regulations; Federal laws, rules and regulations; Policy and Program planning; Management issues; Administrative practices.	Oral communication; Organization; Writing.	Develop new policies, procedures and programs; Interpret policies and procedures; Determine future needs in Agency policies and programs; Serve on Agency Administrative committee; Develop programs.
V	Administrative practices; Public relations issues; Contracts and negotiations; Social welfare issues.	Oral communication; Public speaking; Organization.	Attend meetings and conferences; Work with others; Answer routine question/inquiries; Negotiate with others; Interact with hostile or angry individuals; Act as a liaison between the County and the Personnel Division; Speak before an audience.
VI	Administrative practices; Director's duties and responsibilities; Training and development practices; Social welfare issues.	Oral communication; Organization.	Answer routine questions/inquiries; Coordinate training programs; Work on multiple tasks/projects; Train others; Act as Director when Director is not present; Complete long- and short-term projects per special request of the Supervisor or Director; Make independent decisions.



Minimum Qualifications

When applying the Minimum Qualifications for a Business Administrator position, you must select the applicable set of Minimum Qualifications based upon the duties to be performed.

Option #1: For positions assigned fiscal and/or budgetary duties.

- Requires completion of undergraduate major core coursework in finance, accounting, business administration, or public administration. Also requires three years experience in a position involving fiscal and budgeting responsibilities and one year of supervisory experience.

OR

- Three courses or eighteen months experience in accounting, three courses or eighteen months experience in finance, two courses or twelve months experience in business administration, one course or six months experience in written communication for business, one course or 6 months experience in public relations, one course or six months experience in human resources, and one course or six months experience in typing, keyboarding or word processing to include generating a spreadsheet. Also requires three years experience in a position involving fiscal and budgeting responsibilities and one year of supervisory experience.

Option #2: For positions assigned a combination of fiscal OR budgeting responsibilities, AND human resources duties.

- Completion of undergraduate major core coursework in finance, accounting, business administration, public administration or human resources. Also requires three years experience in a position involving fiscal or budgeting responsibilities and human resources duties, and one year of supervisory experience.

OR

- Or three courses or eighteen months experience in accounting, three courses or eighteen months experience in finance, two courses or twelve months experience in business administration, one course or six months experience in written communication for business, one course or 6 months experience in public relations, one course or six months experience in human resources, and one course or six months experience in typing, keyboarding or word processing to include generating a spreadsheet. Also requires three years experience in a position involving fiscal or budgeting responsibilities and human resources duties, and one year of supervisory experience.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.



Unusual Working Conditions/Hazards

The position requires no unusual physical effort or exertion. Most of the work is sedentary. The position involves very limited probability of any injury, such as would be expected in typical office environments.