

Classification Title: Business Officer

FLSA Status: Exempt

BRIEF DESCRIPTION: Directs and supervises the business, budgeting and financial operations of a large department, which includes budget preparation, business plan development, accounts payable/receivable, billing and internal/external monitoring. Monitors expenditures and revenues and provides fiscal oversight and reporting. Develops and implements departmental policies and procedures. Provides oversight of the contracted services budget and ensures compliance with regulations and contract provisions.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Directs and coordinates the annual budget and business plan. Prepares revenue projections and expenditures. Monitors the regular reporting of revenues and expenditures. Prepares requested documents and related information for review by boards and committees.
2	S	Develops strategies to maximize revenues. Ensures timely receipt of federal, state and grant revenues. Oversees fiscal reporting and reimbursement requests.
3	S	Oversees payment requests. Develops and monitors internal controls for revenues. Sets fees and determines payment amounts to contracted partners.
4	S	Monitors internal programs, grants and external agencies to ensure compliance with regulations and contracts. Provides oversight of contracted services budgets and ensures efficient funds encumbrances.
5	S	Collaborates with Finance Department on report development relating to departmental expenditures and revenues. Responds to inquiries from independent auditors.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree in Business Administration, Public Administration, or Finance.
Experience	Two years experience in finance, budgeting, policy or management analysis.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None

CLASSIFICATION REQUIREMENTS	
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Broad Direction.
Budget Responsibility	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for County-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Calculators, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None