

<b>MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION:</b> 7/1/00:mr	<b>CLASS TITLE:</b> BUSINESS ADMINISTRATOR	<b>CODE:</b> 63316 CHS-MONT
	<b>MAJOR AGENCIES:</b> COUNTY JOB AND FAMILY SERVICES	<b>PAGE</b> <u>1</u> <b>OF</b> <u>2</u>

**CLASS CONCEPT:** Under administrative direction from administrative superior, plans & administers fiscal program (i.e., accounting, payroll, purchasing, inventory control, budget planning, preparation & review, receipt & disbursement of funds & authorization of expenditures, preparation of fiscal reports & maintenance of fiscal records, develops & implements fiscal policy), plans & administers personnel sub-programs (i.e., recruitment, selection & placement, labor relations/collective bargaining, affirmative action, development & implementation of internal personnel policies, staff

RANK	DUTIES	MAJOR WORKER CHARACTERISTICS
1	Plans & administers fiscal program (i.e., accounting, payroll, purchasing, inventory control, budget planning, preparation & review, receipt & disbursement of funds & authorization of expenditures, preparation of fiscal reports & maintenance of fiscal records, develops & implements fiscal policy) & has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., professional & managerial fiscal, personnel, support service, clerical, skilled trades &/or support staff personnel); to responsibly direct them to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment.	<u>Knowledge of</u> (1) public accounting, public budgeting or public finance, (2) bookkeeping, (3) purchasing, (4) federal & state laws & rules regulating fiscal policies & procedures, (5) inventory control, (6) statistics, (7) management/supervision, (8) human resources training & development; <u>Ability to</u> (9) deal with non-verbal symbols in formulas, equations & graphs, (10) use statistical analysis, (11) develop complex reports & position papers, (12) gather, collate & classify information about data, people or things, (13) establish friendly atmosphere as division or large section chief.
2	Plans & administers personnel sub-programs (i.e., recruitment, selection & placement, labor relations/collective bargaining, affirmative action, development & implementation of internal personnel policies, staff development, employee benefits), reviews paperwork to ensure compliance with civil service laws & rules & (Performs Related Duties As Required)	<u>Knowledge of</u> 7, 8, (14) civil service laws, rules & procedures (i.e., Chapter 124 of Ohio Revised Code & Chapter 123 of Administrative Code), (15) institutional & departmental personnel policies & procedures*, (16) social insurance (e.g., workers compensation, unemployment compensation, social security, disability insurance, public employee's retirement), (17) federal & state laws & rules (*Developed After Employment)

<b>UNUSUAL WORKING CONDITIONS:</b>	<b>MINIMUM CLASS REQUIREMENTS:</b> (Including License, If Any) Completion of undergraduate major program core coursework in accounting (or 2 yrs. accounting & auditing exp.) plus 12 mos. fiscal management exp. & 6 mos. exp. as supervisor or manager; or equivalent. Completion of graduate core coursework in fiscal management may substitute for 6 mos. of required fiscal management exp. (Other Evidences May Be Substituted)	<b>TRAINING &amp; DEVELOPMENT:</b>
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**CLASS CONCEPT:** development, employee benefits), plans & administers all support functions of agency (i.e., housekeeping, laundry, maintenance, grounds, power plant, food serviced, garage, motor pool, security, storekeeping, mail & delivery, communications, public relations) & provides direct supervision to professional & managerial fiscal, personnel, services, clerical, skilled trades &/or support staff.

RANK	DUTIES	MAJOR WORKER CHARACTERISTICS
3	<p>Provides direct supervision to staff responsible for one or more assigned sub-programs.</p> <p>Plans &amp; administers all support functions of agency (i.e., housekeeping, laundry, maintenance, grounds, power plants, food service, garage, motor pool, security, storekeeping, mail &amp; delivery, communications, public relations), develops &amp; implements policy &amp; support functions &amp; provides direct supervision to serviced, clerical, skilled trades &amp;/or support staff.</p>	<p>governing fair employment practices (i.e., equal employment opportunity law), (18) labor management relations, (19) interviewing, (20) personnel management &amp;/or industrial psychology (e.g., selection &amp; placement, job or task analysis, development of criteria, measurement &amp; test design); <u>Ability to</u> 11, 12, 13.</p> <p><u>Knowledge of</u> 3, 5, 7, 8, (21) state &amp; local laws &amp; rules governing food service operations*, (22) federal, state &amp; local laws &amp; rules governing building safety*, (23) federal, state &amp;/or local laws &amp; rules governing public building &amp; licensure or certification for occupancy*, (24) federal, state &amp; local laws &amp; rules governing institutional or penal operations*; <u>Ability to</u> 11, 12, 13, (25) deal with many variables &amp; determine specific course of action.</p>
4	<p>Participates in development &amp; implementation of agency-wide policies &amp; programs, substitutes for agency administrator when required; represents agency at meetings &amp;/or conferences.</p> <p>(Performs Related Duties As Required)</p>	<p><u>Knowledge of</u> (26) public relations; <u>Ability to</u> 11, 12</p> <p>(*Developed After Employment)</p>

<b>UNUSUAL WORKING CONDITIONS:</b>	<b>MINIMUM CLASS REQUIREMENTS:</b> (Including License, If Any)  (Other Evidences May Be Substituted)	<b>TRAINING &amp; DEVELOPMENT:</b>
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