

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

BUSINESS ADMINISTRATIVE SPECIALIST

POSITION CODE: 05810  
Effective: 5-16-97

DISTINGUISHING FEATURES OF WORK:

Under direction, coordinates the fiscal, business and service operations of an assigned unit or units within a state institution or division; directs the activities of assigned staff; assists in the coordination of business, administrative and clinical services; confers with supervisor on special problems.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists a Business Administrator or Business Manager in the organization, supervision and control of an institution's fiscal, business and administrative operations.
2. Studies, recommends and, after approval, implements efficient procedures, methods and systems for more effective control, operation and management of administrative functions.
3. Directs the expediting of the delivery, receipt, storage and distribution of equipment, supplies and merchandise; reviews, approves or recommends the approval of requisitions and vouchers for supplies and equipment; coordinates bidding of contracts in accordance with established rules and procedures; prepares specifications and selects lowest bidder for goods or personal service contracts.
4. Assigns and reviews the work of a small number of lower level employees engaged in business office operations, such as timekeeping, payroll, vouchering, or communications; provides training to assigned staff.
5. Assists in the planning and development of an institution's budget; responsible for preliminary budget preparations for assigned units, providing data to higher level management for review and determination.

## BUSINESS ADMINISTRATIVE SPECIALIST (Continued)

6. May be assigned responsibility for special projects, studies, programs, services or operations peculiar to the needs of an institution, division or service.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with a major in business administration or a related field.

Requires one year of progressively responsible business experience.

#### Knowledges, Skills and Abilities

Requires working knowledge of the fundamental principles of modern business administration.

Requires working knowledge of the functions of state government and the employing agency.

Requires ability to train and direct employees engaged in business and service functions.

Requires ability to plan effective procedures, methods and operations required for efficient business operations.

Requires ability to establish and maintain satisfactory working relationships with other employees, patients and the general public.