

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

BUSINESS MANAGER

POSITION CODE: 05815
Effective: 5-16-97

DISTINGUISHING FEATURES OF WORK:

Under general direction, performs responsible managerial duties in the administration of the fiscal, business and service operations of a state institution or division; serves as a full line supervisor, planning, supervising and controlling the activities of an assigned unit or units; develops, revises and implements facility business operations rules, regulations and procedures.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises employees in an institution's or division's business or support service offices, such as laundry, dietary, housekeeping, maintenance power plant, purchasing or trust funds; assigns and reviews work, prepares, conducts and signs performance evaluations; effectively recommends and imposes disciplinary action; adjusts grievances; selects and supervises the training of employees within assigned units; counsels, evaluates and recommends salary increases for subordinates.
2. Recommends and implements efficient procedures, methods, rules, regulations and systems for more effective control, operation and management of administrative functions.
3. Directs the requisitioning and procurement of items to be utilized in the institution; reviews, approves or recommends the approval of requisitions and vouchers for supplies and equipment.
4. Undertakes preliminary budget studies; assists in the planning and development of an institution's budget; confers with administrative personnel concerning supply and equipment needs; prepares budget for assigned units.
5. May be assigned responsibility for special projects, studies, programs, services or operations peculiar to the needs of an institution.

BUSINESS MANAGER (Continued)

6. Interprets and explains existing policies, methods and procedures to subordinates, other employees and the general public.
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 two years professional business experience such as might be obtained as a Business Administrative Specialist; or successful completion of a training course approved by the agency.

Knowledges, Skills and Abilities

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

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

Requires ability to select, train and supervise employees engaged in business and operational functions.

Requires ability to meet people easily and to establish and maintain satisfactory working relationships with other employees, state departments, and the general public.

Requires ability to plan and direct fiscal and business services.