Classification Specification for Unclassified Service

Title: Business Manager

Pay Scale Group: 00 (Broadband)

Essential Function

Professional employees that typically have direct supervisory responsibilities of a unit or multiple units, in addition to major management responsibilities for a wide range of projects/tasks associated with primary business operations, academic, or student services. Responsibilities include day-to-day administration of specialized activities related to a business office and reports to management, provide recommendation and advice to management or other groups on process related topics and conduct or carry out work procedures and activities in accordance with local, state, federal, and university regulations.

Characteristic Duties

Manage the financial, administrative, and operational activities of a large and diversified unit with a considerable income generation component;

Direct personnel functions for an operating unit and oversee annual salary increase processes;

Coordinate budget preparation and monitor grants and contracts;

Determine purchasing priorities and make recommendations for major capital expenditures;

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor's degree; with three (3) years’ experience; or Associate's degree and five (5) years’ experience; or seven (7) years’ experience; degree must be in Business Administration or related field. Financial and administrative experience is required and must include one (1) year supervision.

Skill Level: Requires basic knowledge of business area, including standard financial principles and terminology, theories and practices; duties are of minimal to moderate complexity and require some degree of fiscal, problem solving, training, and team coordination responsibilities, and have some degree of responsibility for interpretation and communication of information, ideas, and instructions.