



DELAWARE COUNTY BOARD OF COMMISSIONERS
AN EQUAL OPPORTUNITY EMPLOYER

Job Title:	Business Administrator	Department:	Delaware County Job & Family Services
Position Type:	Full-time Non-Bargaining Unit	Address:	145 North Union Street Delaware, Ohio 43015
Typical Work Schedule:	8:00 a.m. – 4:30 p.m. Monday through Friday	Pay Range:	County Compensation Plan
Contact Information:	740-833-2300	FLSA:	Exempt, Classified
How to apply:	https://humanresources.co.delaware.oh.us/employment/		

Objectives

The Business Administrator oversees all fiscal and all budgetary functions for Job and Family Services. This position is responsible for administering all procurement and contractual quotes as required. The position is responsible for all contract preparation and monitoring. In addition, a Business Administrator will supervise assigned employees including supervisory personnel and/or all employees assigned to perform the support functions under the direction of the Business Administrator.

Job Standards

Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or related field and a minimum of four (4) years of administrative/management experience. Also requires three years' experience in a position involving fiscal, budgeting responsibilities, public relations, accounting, and two (2) years of supervisory experience. Must meet and maintain qualifications for driving on county business as a continued condition of employment. All required licenses and certificates must be maintained as a condition of continued employment.

Job Description

ESSENTIAL JOB FUNCTIONS:

- Oversees administering, developing, planning, coordinating and managing the agency's fiscal control programs and activities; participates in long-range planning for the agency; participates in the development of the annual budget; prepares the budget and appropriations for all funds utilized by the agency; monitors allocations; administers department budget; plans, develops, implements, monitors and evaluates programs; oversees the development, interpretation and implementation of policies and procedures; ensures compliance with state and federal guidelines;
- Coordinates quality assurance activities; oversees the coordination of agency services and activities, system wide;
- Plans, directs and coordinates fiscal control activities for the agency; develops and monitors fiscal policy and procedures; oversees purchasing and inventory functions; oversees the preparation and maintenance of fiscal records and reports; prepares complex financial and statistical reports, as required; presents all fiscal records for audits and reviews; manages agency cash to ensure timely reimbursements and sufficient cash-on-hand; ensures the coordination and communication of fiscal information between agency units and departments; agency payroll and agency voucher/bills;
- Participates in recruiting efforts for the fiscal department; interviews candidates and recommends hiring, promotion, transfer, and disciplinary actions; assists in addressing grievances as necessary; assigns work; trains employees; evaluates employee performance; reviews employee time sheets, authorizes overtime and approves leave requests; ensures effective communication of information to employees;
- Oversees the accounting functions of the agency's personnel services and activities; ensures compliance with bargaining unit contracts and civil services laws and rules;
- Coordinates the Random Moment Sampling (RMS) activities; represents the agency as requested; maintains and increases knowledge and skills through attendance at trainings and staff meetings;
- Demonstrates regular and predictable attendance;
- Maintains required licensures and certification, if any;
- Attends various training sessions, video conferences, committees and workshops;
- Performs typing, word processing, and related computer operations;
- Works overtime and outside of typical work schedule/business hours as required;



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NON-ESSENTIAL JOB FUNCTIONS:

Performs related non-essential functions required.

I. JOB REQUIREMENTS

Equipment:

Ability to operate a variety of office equipment such as computer, copier, telephone, IPad, calculator, FAX machine, VCR/DVD player, and other equipment necessary to perform duties.

Critical Skills/Expertise:

- Thorough knowledge of agencies policies and procedures, goals and objectives; strategic planning; business and public administration; administrative practices; applicable state, federal and ODJFS rules and regulations; monitoring and quality assurance techniques; program and policy planning development and implementation; cost accounting; public accounting; advanced bookkeeping; administrative financial analysis and planning; agency state, and/or federal statutes governing fiscal activities;
- Ability to oversee and implement methods in relation to purchasing/procurement to include inventory control; supervisory methods; electronic information resources; computer operations, software, and programming; computer equipment, basic installation and maintenance; computer security systems; database, spreadsheet preparation and analysis; personnel management principles and technique; agency payroll system; civil service laws, rules and procedures; public relations; develop and maintain effective working relationships with government officials, vendors, administration and staff and the public;
- Ability to identify and use state, federal and local resources; define problems, collect data, establish facts and draw valid conclusions; interpret and apply laws, regulations, policies and procedures; operate within budgetary limits; develop budgets and budgetary projections; implement statistical analyses; ensure the quality of work as measured against established standards; identify employee strengths and weaknesses; identify qualified employees; apply computer technology principles; understand and interpret technical manuals;
- Communicates professionally and effectively with internal and external customers, both orally and in writing;
- Organizes and prioritizes work assignments, multi task with accurate focus and refocus in a fast paced environment;
- Efficiently operates computer programs such as, but not limited to, Microsoft Word, Excel, Outlook, and agency specific programs;
- Delivers excellent customer service, externally and internally;
- Proficiency in grammar, writing, mathematical skills, spelling, and punctuation;
- Thorough knowledge, adherence and aptitude to follow safety policies, procedures and practices;
- Thorough knowledge, adherence and aptitude to follow federal, state, county, and department policies and procedures, laws and regulations.



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II. DIFFICULTY OF WORK

Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures. Individuals are required to provide technical assistance to staff personnel on programs, policies, the interrelationship of programs, the computer system and the application of this under extremely complex and difficult situations. It requires the individual to be continually aware of changes occurring which must be learned and passed on to staff. Procedures must be developed for implementing changes at the local level.

III. RESPONSIBILITY

Individual supervises subordinates, assigning projects, checking on progress of work and evaluating results. Supervisor provides general guidance allowing the individual the ability to plan the procedures and methods to attain objectives. Individual makes choices or decisions without supervisory input on most daily activities, such as scheduling appointments, establishing priorities, making referrals to other agencies, and forming collaborative relationships with other service providers in the county. Individual operates independent of supervision in handling staffing and daily operations, normally receiving supervisor's input when needed. Errors in work may cause inaccuracies in reports, records or technical data resulting in inaccurate or incomplete information, and may cause overpayment or underpayment in benefits issued and may ultimately result in fiscal sanction against the agency.

IV. PERSONAL WORK RELATIONSHIPS

Contact is with co-workers, employees from public and private sector organizations, and the public. The purpose of these contacts is to guide and direct, check on progress of work assigned, coordinate services, and handle questions about Department, programs and client concerns.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical Requirements: The physical requirements of the position are identified as sedentary work, which may require the lifting of up to twenty-five (25) pounds.

Physical Activity: The physical activity of the position is manual dexterity, talking, hearing, listening, reaching, and moving around.

Visual Activity: Individual performs work where objects being viewed are close to the eyes.

Job Location: The minimum work conditions for the position indicate that the individual is not exposed to adverse environmental conditions.

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Created: 1/2019

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