Seneca County Job & Family Services
Position Description
An Equal Opportunity Employer

Employee Name: Vacant  Position Title: Business Administrator
PCN: 11000.0  Class Title: Business Administrator
Unit: Business Technology  Employment Status: Full-time
Report to: Director  FLSA Status Pay: Exempt
Normal Hours: Flexible  Civil Service Status: Classified
EEO Status:  DOT: 161.267-030

General Description
Oversees all fiscal and budgetary functions of the agency. Also oversees building maintenance, clerical support and computer services.

Education
High School Diploma or GED.

Experience
- Completion of undergraduate major coursework in finance, accounting, business administration or public administration
- Three years in a position involving fiscal and budgeting responsibilities and one year of supervisory experience
- Eighteen months or three courses in accounting and finance
- Twelve months or two courses in business administration
- Six months or one course in written communication for business, public relations, human resources, typing, keyboarding or word processing including generating a spreadsheet

Equipment Operated
- Computer
- Server
- Scanner
- Security System
- Fax
- Telephone
- Copier
- Calculator
- Switch Board
- Vehicles (must have valid Ohio driver's license)

Inherently Hazardous or Physically Demanding Working Conditions
None

Essential Functions
- Administers, develops, plans, coordinates and manages the agency's fiscal control programs
- Participates in long range planning
- Participates in the planning of the annual budget
- Prepares the budget and appropriations for all funds utilized by the agency
- Monitors allocations
- Administers, recommends and advises on the department budget
- Plans, develops, implements, monitors and evaluates programs
- Provides staffing recommendations
- Interviews, recommends candidates for hiring and promotions
- Ensures compliance with local, state, federal rules/laws
- Ensures employees receive orientation and training
- Monitors the work of employees
- Monitors compliance with bargaining unit and program performance
- Evaluates employee performance
- Administers discipline
• Reviews, approves, denies employee request for leave
• Oversees the coordination of agency services and activities system wide
• Develops and monitors fiscal policy and procedures
• Oversees purchasing and inventory
• Maintains fiscal records and reports
• Prepares complex financial and statistical reports
• Presents fiscal records for audits and reviews
• Prepares quarterly cash flow projections
• Ensures the coordination and communication of fiscal information between agency divisions
• Monitors the preparation of agency payroll and vendor vouchers and bills
• Ensures effective communication of information
• Provides back up to supervisors
• Conducts staff meetings
• Assists with emergency response situations
• Performs business administrative related duties with community and elected officials
• Represents, promotes and supports the agency to the community
• Works cooperatively with community groups
• Maintains working relationship with other county departments
• Keeps Director updated on current trends, issues and progress
• Attends conferences, workshops and trainings to obtain and maintain knowledge of current regulations
• Regular and predictable attendance

Other Duties and Responsibilities
Performs other related duties as assigned.

Characteristics

Knowledge of:
• Agency policy and procedures
• Strategic planning
• Business and public administration
• Cost and public accounting
• Advanced bookkeeping
• Administrative financial analysis and planning
• Purchasing and procurement of inventory
• Spreadsheet preparation

Skills in:
• Organization
• Communication
• Writing
• Typing/word processing
• Performing computer operations

Ability to:
• Identify and use state, local and federal resources
• Operate within the budget
• Develop budgets and projections
• Ensure the quality of work based off established standards
• Interpret policy and procedures
• Supervise
• Understand manuals and verbal instructions
• Deal with employee problems and concerns
• Make independent decisions
• Direct and monitor work
• Present a positive image to the public
• Interact with high ranking officials
• Maintain confidentiality
• Maintain accurate records
• Maintain effective working relationship with supervisor and co-workers
This position description is no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of the position description.

________________________________  _______________________________
Signature of Appointing Authority  Date

________________________________  _______________________________
Signature of Employee    Date