

BUSINESS MANAGER

DEFINITION

Under general supervision, performs a variety of difficult staff support work for the City Administrator; develops, organizes, and facilitates assigned projects; assists in coordinating the annual City budget; seeks funding sources; prepares grant applications administers grants; evaluates the cost effectiveness of City Programs; works closely with City management staff in project development and completion; and performs related work as required.

MANAGEMENT RESPONSIBILITY

This is a high level staff support position with general responsibility for the organization, development, and completion of complex projects. May perform supervisory duties as assigned.

EXAMPLES OF DUTIES

Conducts studies and surveys and collects information on operational and administrative problems; compiles, describes, and organizes data and information; performs a variety of analyses, including statistical analyses utilizing a computer of existing and/or proposed City programs, practices, policies, procedures, and financial resources; prepares recommendations on practical solutions to problems and improved methods and procedures; assists in the preparation of the annual City budget; prepares procedures manuals and assists with implementation of new methods and procedures; serves as a special staff assistant for the City Administrator and Department Heads when assigned; monitors, analyzes, and makes recommendations concerning legislation affecting the City and its operations; writes draft and final reports specifying objectives, facts, analysis, conclusions, and recommendations; prepares and gives oral

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EXAMPLES OF DUTIES (cont.)

presentations to various groups including employees, the general public, City Council, commissions, committees, and various civic groups; prepares special informational material for annual and periodic reports; represents assigned functions with City staff and other governmental agencies as delegated.

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices, and techniques of public administration in a municipal government.
- Principles of local government organization and financing.
- Data processing capabilities.
- Budget development, preparation, and administration.
- Grants administration
- Research methods and procedures.

and

Ability to:

- Provide administrative support.
- Develop and draft clear policies, procedures, rules, regulations, and correspondence.
- Prepare a variety of reports and presentations.
- Research, collect, and analyze information related to city administration.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.
- Effectively represent the administrative functions of the Department with concerned individuals, organizations, and other governmental agencies.
- Establish and maintain effective working relationships.
- Communicate effectively orally and in writing.

BUSINESS MANAGER**EMPLOYMENT STANDARDS (cont.)**

and

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited "four" year college or university with major course work in business, public administration, accounting or a closely related field.

Work Background: Three years of progressively responsible and varied professional experience in a governmental agency.

October 2000 (Res. #00-115)