

## COUNTY SOCIAL SERVICES BUSINESS OFFICER I

### DESCRIPTION OF WORK

This is administrative work as the business manager of a medium to large County Department of Social Services.

Employee is responsible for the organization and supervision of fiscal and budgetary operations, personnel administration, purchasing, office services, and other general managerial functions.

Employee works independently under the general supervision of a County Social Services Director and County officials.

### EXAMPLES OF DUTIES PERFORMED

Prepares preliminary budget for review by Director; consults with County officials regarding financial management.

Interprets county and state personnel policies; supervises maintenance of personnel records; prepares payroll.

Selects necessary supplies and equipment and initiates request for approval by County officials.

Supervises office maintenance services; responsible for coordinating building and grounds care.

Coordinates use and maintenance of County vehicles assigned to department.

Performs related work as required.

### RECRUITMENT STANDARDS

#### Knowledge, Skills, and Abilities

Considerable knowledge of the principles and practices of public and business administration.

Considerable knowledge of the organization and structure of Local, State and Governmental agencies.

General knowledge of personnel, purchasing, and accounting practices and procedures.

Ability to plan and direct fiscal and business services.

Ability to train and supervise employees engaged in business operations.

Ability to establish and maintain effective working relationships with associates, County and State officials, and the general public.

#### Minimum Education and Experience

Graduation from a four-year college or university, preferably with a major in business, public, or hospital administration, and four years of administrative experience involving participation in the planning and management of a business or governmental program; or nine months of graduate training in an accredited school of social work and three years of supervisory or administrative experience in social work; or an equivalent combination of education and experience.