

NATURAL RESOURCES BUSINESS MANAGER

KIND OF WORK

Professional supervisory administration work.

NATURE AND PURPOSE

Under administrative direction, plans, directs, and maintains control of the regional financial management, personnel and contracting functions, performs related work as required. This classification differs from the Business Manager 1 and Accounting Supervisor, Senior classes in diversity of work assignments. Employees in this class are responsible for supervising and directing management information systems; directing employee development/training programs; and providing administrative services in a wide variety of areas (contract writing for major construction work, personnel management activities, financial management activities, etc.) to multi-disciplines in a regional office setting.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Develops and administers the construction and repair contract program so that compliance with applicable laws, policies, and procedures is assured and that the Department of Natural Resources' interests are protected by reviewing specifications, approving internal requests for bids, soliciting bids, reviewing and approving acceptance of bidders, assigning contracts, approving and writing supplemental agreements, and designing systems to monitor SED vendors.

Supervises the work activities of subordinate staff so that high level productivity and quality work is attained by selecting, assigning, training, evaluating, and disciplining employees.

Direct the training program to ensure that necessary training is provided in a quality and timely fashion by assessing and determining training needs, identifying appropriate trainers, developing training programs, establishing training schedules, and administering training budget.

Directs financial management of a DNR region to ensure compliance with applicable personnel laws, rules, policies, and procedures by reviewing personnel transactions, advising supervisors, designing appropriate procedures, and contacting appropriate central office staff.

Directs accounting and payroll operations to ensure the accurate, timely encumbrance and disbursement of funds by supervising the preparation of budget status reports; by reviewing and approving payroll and payment for services, supplies and equipment; and by approving all systems documents.

Administers labor contracts to comply with contract provisions while protecting management rights by interpreting contracts; by advising supervisors; gathering information and participating in grievance handling; and by establishing appropriate procedures.

Advises managers on their budget development activities to ensure they have accurate budget data and an understanding of budget procedures by preparing cost analysis on projects; providing information on budget procedures; legislative intent and impact of new legislation.

Manage and direct office automation to ensure efficiency and effectiveness of office operation by analyzing needs; researching, writing, or coordinating specification; coordinating implementation and development of office automation systems.

Negotiate leases to secure appropriate office, storage and special use space at a reasonable cost by determining discipline's needs, inspecting various facilities, determining discipline costs and meeting with the lessor.

Direct payroll operations to ensure accurate and prompt payment to employees while maintaining adequate controls by reviewing and approving all payroll documents.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Real Estate Management's regulations and State legal lease requirement sufficient to administer the region's construction and repair contract program.

State budgetary process sufficient to assist in the development and administration of the biennial budget.

Generally accepted accounting principles and thorough knowledge of statewide accounting system sufficient to direct regional accounting and payroll operations.

Personnel management practices, the state personnel system, and labor contracts sufficient to administer a regional personnel program.

Business administration principles and department's policies sufficient to direct and supervise business office functions, office automation, purchasing, and contracting.

Department of Administration's policies and procedures sufficient to administer the region's purchasing and contracting activities.

Training techniques sufficient to develop and offer necessary training.

Natural Resources Business Manager

Class Specification

Page 3

Skills:

Strong human relations skills.

Ability to:

Communicate effectively, both orally and in writing, with employees, managers and supervisors, and the general public.

Motivate employees to accomplish goals and objectives.

Est.: 6/88 T.C.: 6/93

Rev.:

Former Title(s): NR Regional
Business Manager