

City of South San Francisco
Human Resources Department

Business Manager
Class Description

Definition

To plan, organize, direct and coordinate the activities of the administrative division within the assigned department including finance and budget administration, inter-divisional projects and operations, and grant administration; to coordinate department administrative and project activities with other divisions and departments; and to provide highly complex staff assistance the Parks and Recreation Director.

Distinguishing Characteristics

This single-position middle management level classification reports directly to the Parks and Recreation Director and serves as a division head with responsibility for administrative elements of the Parks and Recreation Department including direct supervision of administrative and analyst staff.

Typical and Important Duties

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Develop and implement divisional goals, objectives, policies and procedures.
2. Plan, organize and direct administrative division activities including finance and budget administration, inter-divisional projects and operations, and grant administration.
3. Direct, oversee and participate in the development of the administrative division work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods and procedures.
4. Develop, prepare, administer and update the department budget and various operational department related budgets; provide technical assistance to departmental managers in preparation of their budget requests; compile and finalize budget document information such as budget narratives, key initiatives and key accomplishments.
5. Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.
6. Identify, recommend and develop department policy changes which are submitted to the Director for final review; review and analyze operating procedures to determine if opportunities exist to streamline processes or better serve our customers and make recommendations as necessary.

7. Develop and maintain a standardized public records filing and retention system for the department; perform periodic review, evaluation, and modification of internal control procedures.
8. Manage cross divisional programs, projects and initiatives; plan, organize, and administer critical, time sensitive projects and priority initiatives of the department; assist the department head in planning, organizing, directing, and coordinating the various divisions of the department.
9. Manage multiple funding sources, each with its own set of rules and limitations; provide revenue forecasting; prepare fund balance projections for various funding sources; prepare and submit reimbursement requests.
10. Oversee organizational activities such as performance measurements, goals, objectives and priorities, accounts payable/receivable and accounting requirements; develop and pursue inter-agency service and shared revenue opportunities.
11. Direct the preparation of special projects, accounting and financial reports; oversee the efforts to develop rates; perform fee studies, ensure compliance, prepare revenue and expenditures forecasts.
12. Develop, implement and oversee financial internal controls within the department, including monitoring and approving expenditures; provide financial and administrative services for maintenance and special assessment districts.
13. Coordinate, review and make recommendations to division heads regarding department personnel matters, including recruitment, hiring, discipline, investigations, and personnel actions.
14. Oversee and direct department efforts of public outreach webpage and social media presence that promotes the work of the department, and inform the public about programs.
15. Interpret Federal, State and City regulations; coordinate their application to City operations; monitor and analyze legislative and other intergovernmental activities including grant opportunities.
16. Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
17. Research and prepare technical and administrative reports; prepare written correspondence.
18. Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
19. Foster an environment that embraces diversity, integrity, trust, and respect.
20. Be an integral team player, which involves flexibility, cooperation, and communication.
21. Perform related duties as assigned.

Job-related Qualifications

Knowledge of:

Principles and practices of budget, fiscal and grant administration relevant to municipal government.

Principles and practices of leadership, motivation, team building and conflict resolution.

Principles and practices of program management including accepted procedures for monitoring expenditures, project status and contractor performance.

Principles and practices of public outreach and social media.

Pertinent local, state and federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Pertinent federal, state, and local laws, codes, and regulations including those pertaining to records retention and releasing confidential records under the Public Records Act.

Ability to:

- Effectively oversee and coordinate a variety of programs and projects.
- Acquire a thorough knowledge of department programs, policies and procedures, and of applicable City policies and procedures.
- Acquire a thorough knowledge of applicable Federal, State and local laws and regulations.
- Analyze a variety of diverse operations, programs and work methods, and develop feasible means for improvements or alternatives for service delivery.
- Prepare clear and concise reports.
- Supervise, train and evaluate personnel.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Five years of increasingly responsible administrative and supervisory experience.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

Possession of, or ability to obtain, a valid appropriate California driver's license and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Sufficient physical ability to work in an office setting; sit for prolonged periods of time; operate office equipment.

Work Environment: Standard office setting; exposure to computer screens.

Ability to: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents. Hear in the normal audio range with or without correction.

Approved:

Revised Date: N/A

Former Titles: None

Abolished: N/A

Bargaining Unit: Mid-Management

ADA Review: 5/2018

DOT: No

Physical: No

Status: Classified/Exempt

EEOC Category: EF4/EJ6

Job Code: M

ADA Documentation of Essential Duties

1. SDE
2. SDE
3. SDE
4. MME
5. SDE
6. SDE
7. SDE
8. MDE
9. MWE
10. MWE
11. SDE
12. OAE
13. OAE
14. SDE
15. MAE
- 16.

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- 18.
- 19.
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- 21.
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