

COUNTY OF COOK



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0253
Job Title: Business Manager III
Salary Grade: 22
Bureau: Finance
Department: Office of the Chief Procurement Officer
Dept. Budget No. 030
Position I.D. 9500586
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Purchasing Agent, plans, directs, and coordinates all activities of the majority of clerical staff. Helps to establish policies and procedures relevant to the department and its administrative operations. Reviews and evaluates all facets of departmental operations, acts in a supervisory capacity and provides technical assistance to other major administrative officials in preparation of budgets and in implementation of new policies and procedures.

Key Responsibilities and Duties

Organize and coordinate office operations and procedures in order to ensure organizational effectiveness.

Provides orientation and supervision of clerical and lower level technical staff. Establishes criteria for acceptable work behavior or performance.

Collects, compiles, evaluates, and reports department-specific administrative information; oversees quality control of spreadsheet information; monitors departmental expenditures.

Aids in the preparation of annual budgets.

Assists in the formulation of new departmental policies and procedures.

Confers with top administrative officials of the department.

Inventory management (i.e. office supplies and materials; postage, office).

Knowledge, Skills and Abilities

Knowledge of office practices and procedures; office equipment operation.

Supervisory practices and techniques; ability to plan, direct, coordinate, and supervise activities of technical staff and to receive cooperation of other county executives and administrators.

Basic personnel, payroll and purchasing procedures.

Clerical/technical level accounting and basic budget practices. Must be able to perform arithmetical and simple statistical calculations.

High degree of decision making ability.

Ability to prioritize, plan and organize work.

Able to use office automation tools.

Ability to evaluate and prioritize multiple assignments in an efficient and timely manner.

Minimum Qualifications

Graduation from an accredited college or university PLUS four (4) years' public administration, business, purchasing or corporate **OR** an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree.

Prior supervisory or managerial work experience.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.