



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: ASSISTANT BUSINESS MANAGER
DEPARTMENT: WATER AND SEWER DEPARTMENT
PROBATIONARY RATE: \$16.52 – \$25.87 PER HOUR
PAY RANGE: 15
SCHEDULED HOURS: 40 HOURS PER WEEK
CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF TIME NOT LESS THAN SEVEN (7) CONSECUTIVE CALENDAR DAYS, BEGINNING JANUARY 7, 2019.

APPLICANTS SHOULD APPLY ON LINE AT: WWW.CO.WARREN.OH.US
COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP AND EMAIL THE APPLICATION TO:
SUSAN.SPENCER@CO.WARREN.OH.US . PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS MUST BE RECEIVED BY 4:30 P.M. JANUARY 18, 2019

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

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POSITION DESCRIPTION**

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**Position Title: Assistant Business
Manager**

Incumbent:

Class Title:

Department: Water/Sewer
Reports To: Business Manager
Pay Range: #15
Probation: 365 Days
Work Hours: 8:00 A.M. to 5:00 P.M.

FLSA Status: Non-Exempt
Civil Service Status: Classified
Employment Status: Full-time
Lunch: Unpaid

JOB RESPONSIBILITIES:

Under direction assists the Business Manager in the direction and administration of the daily functions and activities of the accounting office and may supervise its employees; develops accounting procedures and is responsible for department's fiscal functions; performs other related duties as required.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Completion of post secondary education with major course work in finance, accounting, business administration, or other related field, and two years experience in an accounting position; or training and/or work experience which evidences a thorough knowledge of accounting, budgeting and office practices; a general knowledge of supervision and management practices; and/or equivalent.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid Ohio Drivers License

ESSENTIAL FUNCTIONS:

1. Assists in the direction and administration of the work flow and activities of the accounting office.
2. Holds and attends staff meetings.
3. Interprets, recommends, implements and enforces policies with the approval of the Business Manager and Sanitary Engineer.
4. May supervise employees in the daily operations of the Water and Sewer accounting office (e.g., develops work rules; plans, schedules and assigns work; recommends disciplinary action; receives vacation and sick leave requests; may interview and recommend applicants, etc.).
5. Assists the Business Manager in developing operating and construction budgets.

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6. **Assists in developing accounting procedures and enters fiscal data to various department ledgers or computer systems.**
7. **Assists in auditing receivables and disbursements internally.**
8. **Processes all purchase orders.**
9. **May prepare bid specifications.**
10. **May ensure receivables are banked and accounted for daily.**
11. **Assists in analyzing operational costs, recommending rate adjustments and forecasting revenues.**
12. **Assists in the preparation of the annual department budget.**
13. **Prepares operating financial and statistical reports for the Business Manager and Sanitary Engineer.**
14. **May receive and respond to inquiries from general public.**
15. **Handles complaints and resolves customer billing problems in cooperation with other staff members.**
16. **Operates office equipment (e.g., computer, typewriter, calculator, copier, etc.).**
17. **Demonstrates a regular and predictable attendance.**
18. **Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.**

OTHER DUTIES AND RESPONSIBILITIES:

1. **Recommends equipment, program and work flow updates.**
2. **Plans field trips on request.**
3. **Performs other duties as requested by supervisor.**

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KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

Knowledge of: accounting; management; office practices and procedures; agency goals and objectives; agency policies and procedures; government structure and process; supervision; scheduling; budgeting.

Ability to: understand accounting principles; use statistical analysis; communicate effectively; interview job applicants effectively; establish a friendly atmosphere as a supervisor of a work unit; operate office equipment.

Skills in: computers

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)

Date Adopted:
Date Revised:
posdes.95