



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: BUSINESS MANAGER
DEPARTMENT: FACILITIES MANAGEMENT
PROBATIONARY RATE: \$50,232.00 - \$63,000.00
PAY RANGE: A
SCHEDULED HOURS: 40 HOURS PER WEEK
CIVIL SERVICE STATUS: UNCLASSIFIED

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 JULY 8, 2024.

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.

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$270 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.
QUESTIONS CALL: SUE SPENCER 513.695.1747

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POSITION DESCRIPTION**

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Position Title: Business Manager
Class Title:

Incumbent:

Department: Facilities Management
Reports To: Director
Pay Range: #B
Probation: 365 Days
Work Hours: 7:30 A.M. to 4:00 P.M.

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

JOB RESPONSIBILITIES:

Under direction, directs and administers the functions and activities of the administrative division; supervises department 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 coursework 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 comprehensive knowledge of accounting and management, and an advanced knowledge of supervision, budgeting and office practices; and/or equivalent, demonstrated knowledge of various computer applications including Microsoft Word, Excel, PowerPoint, Outlook etc.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid Ohio's Drivers License

ESSENTIAL FUNCTIONS:

1. Directs and administers the functions and activities of the administrative office.
2. Assists with procurement, contracts, and lease agreements.
3. Interprets, recommends, implements policies with the Director's approval.
4. Oversees and provides analyses on fuel usage, utility consumption, and material usage.
5. Submits budget estimates and helps to oversee expenditures.
6. Maintains personnel files (e.g. sick leave, vacation, discipline, etc.)

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7. Develops accounting procedures and enters data to various department tracking systems.
8. Maintains inventory data for department equipment and vehicles.
9. Processes purchase orders.
10. May assist with preparation of bid specifications.
11. Oversees and assists with all payroll functions for department staff.
12. Analyzes and tracks operational costs and makes necessary recommendations to management.
13. Assists with project management involving various facility projects.
14. Prepare financial and statistical reports, and indirect cost plans.
15. Provides oversight of the auction service.
16. Oversees the badge system for employees, contractors, and vendors.
17. Operates office equipment (e.g., computer, calculator, copier, etc.) and maintains office supply inventory.
18. Demonstrates a regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Processes paperwork / enrollment for new and outbound employees.
2. Recommends equipment and program updates.
3. Performs other duties as requested by Director.

KNOWLEDGE, SKILLS AND ABILITIES:

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

Ability to: understand accounting principles; use statistical analysis; communicate effectively; demonstrate effective leadership; operate office equipment.

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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)