

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: BUSINESS MANAGER**  
**DEPARTMENT: GENERAL SERVICES**  
**REPORTS TO: GENERAL SERVICES DIRECTOR**

**JOB CODE: 2006**  
**DATE: 2/08**

**JOB SUMMARY:**

Supervises, directs and manages the Administration Division. The division's functional areas are utility billing and metering, administration, and solid waste. Responsibilities to include budget, financial accounting, administration of staff and policies for the department and solid waste, recycling, transfer station, and close landfill contract operations. Performs highly responsible administrative and fiscal management activities concerned with the operation of accounts and financial controls of the division and department; coordinates and prepares the operating budget for the department; provides periodic statements and reports on revenue and expenditures to the Director.

**ESSENTIAL JOB FUNCTIONS:**

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including training in job skills, appraising performance, addressing complaints, resolving problems, and planning, assigning and directing work.

Oversees payroll, inventory, accounts payable and accounts receivable, utility billing, customer service orders, meter inventory and meters, cross-connection control, and water leak detection.

Plans, organizes, assigns, reviews, and controls work production and activities, to include procedures, allocation of resources, problem resolution, and training of employees.

Attends and participates in staff meetings, completes required forms and paperwork, and prepares work program; reports work progress periodically.

Develops and implements accounting controls, policies, and procedures to ensure that the assets, liabilities, and earnings of the city are properly stated and accounted for.

Researches and compiles data to comply with financial reporting requirements and integrity of city systems and records; files appropriate reports with local, state, and federal agencies.

Develops and recommends operating and capital budgets for the division annually; monitors and administers approved budget.

Plans, organizes, and evaluates daily operations of the unit to include scheduling and specifying policies, procedures, equipment, and manpower; plans long & short-term activities and special projects; develops and implements work objectives for unit.

Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, administering state and federal grants, and presenting technical data to management, elected officials, and others.

Develops five year pro form financial analyses for the city's five enterprise funds.

Participates on a variety of boards and commissions; attends and participates in professional group meetings; maintains current knowledge of trends and innovations.

Performs the duties of the Deputy General Services Director in his or her absence.

Serves as liaison between General Services and Finance departments to ensure efficient service and clear communication.



Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Solving abstract problems.

Creating concrete sequential programs from abstract ideas.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Using a personal computer to accurately and rapidly enter and retrieve data and information.

Communicating clearly and effectively, orally and in writing.

Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence, and other written materials.

**Mental and Physical Abilities to:**

Read and interpret documents such as safety rules and contract work specifications.

Speak effectively before groups of employees, citizen groups, advisory committees, and the City Council.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Write reports, correspondence, and procedure manuals.

Compute ratios, percentages, and statistics and develops graphs.

Apply concepts such as trends, fractions, percentages, ratios, and proportions to practical situations.

Deal with problems involving several abstract variables in standardized situations.

Interpret a variety of instructions in written, oral, diagram, or schedule form.

Perform duties while sitting at a desk or in the field.

Occasionally lift light objects.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

**Working Conditions:**

Work is performed in an office and in the field.

