

# AgriLife Classification Description

Last Updated: 4/17/02

9366  
BUSINESS ADMINISTRATOR I  
11/01/01

## SUMMARY

**General Description:** Manages the full range of business activities for a unit, including reviewing and approving business documents for the unit head and developing, monitoring and reporting accounts and unit budget and other quantitative data.

## DUTIES

**Typical:** Serves as an approver and back-up signer of vouchers and requisitions; prepares and analyzes business reports such as affirmative action reports and space allocation reports; monitors and controls operating expenditures and makes projections; assists in the development of annual University budget documents for approval; reviews and approves account reconciliations of unit accounts; assists with the management of financial transactions of the unit, including assigning costs to appropriate accounts and projects; manages cash handling activities by the unit; manages unit capital equipment purchasing; serves as accountable property officer; manages annual fiscal year closing activities; proposes solutions to unit head on complex financial problems for unit; serves as liaison with the Financial Management Services Department and the Human Resources Department; serves as office manager delegate; manages personnel activities of the unit, including preparing position analyses and faculty offer documents and assisting in the development of employment offers; communicates with unit employees regarding personnel policies and procedures; advises unit or division level administration as needed; manages maintenance of unit business files; serves as unit resource to principal investigator(s) for grant development, administration, and reporting; develops complex administrative financial and statistical analyses and summary reports; represents unit on University, college and division committees; identifies unit training needs; implements and audits unit business procedures and trains staff on new and existing procedures; interprets System policies and regulations and University rules; participates in the hiring and training of subordinate business classified staff and student workers; may supervise unit business classified and nonclassified staff and resolves staff conflicts; establishes, implements and audits unit procedures for special activities and programs; manages allocations and reporting on unit facilities, furnishings and equipment; disseminates business information; performs related duties as required.

## SUPERVISION

**Received:** General instruction from administrative supervisor.

**Given:** May train and/or supervise business classified and nonclassified staff and student employees.

## EDUCATION

**Required:** Bachelor's degree or any equivalent combination of training and experience (eight years experience with high school graduation or four years with an Associate degree).

**Preferred:** Master's degree and/or professional certification in business, human resources or other related field.

## EXPERIENCE

**Required:** Six years of professional, non-clerical experience in general office, accounting or personnel operations.

**Preferred:** Experience in task management and supervisory experience. Experience in managing business operations.

## KNOWLEDGE, ABILITIES AND SKILLS

**Typical:** Working knowledge of spreadsheet and word processing. Use of standard office equipment and personal computers.