

**Medina County
Job and Family Services**

Position Description

Division:	Business Services
Unit:	Administration
Supervisor:	410041001 Debbie Kiley

Classification:	Business Administrator	Working Title:	Business Administrator
Class Number:	80121-Medina	Position Control Number:	410441001
Status:	Non-Bargaining		

Summary of Essential Duties

Under the direct supervision of the Job and Family Services Director, the Business Administrator oversees and manages the fiscal, budgeting, procurement, and administrative operations of the agency. This position ensures compliant financial practices, accurate budget development, and effective monitoring of expenditures and revenue. The role provides direct supervision of fiscal staff, coordinates internal HR functions, supports IT operations, oversees facility and capital improvement initiatives, and ensures that operational processes align with agency goals and regulatory requirements. The Business Administrator serves as a key advisor to the Director, providing regular reporting, analysis, and recommendations on financial and administrative matters.

Functions of the Position

1. Develops, prepares, and manages the agency's annual budget, ensuring alignment with state and federal funding requirements
2. Conducts research and analysis related to fiscal policies, budgeting materials, regulations, and funding guidance
3. Monitors agency spending, revenue, cost allocation, and financial trends; prepares regular financial reports and provides updates to the Director
4. Oversees accounts payable, receivable, purchasing, reconciliations, and financial documentation processes
5. Ensure compliance with procurement rules, state and federal regulations, and internal fiscal policies
6. Leads RFP and contract renewals, and vendor oversight
7. Directly supervises account clerks providing coaching, training, performance evaluation, and workload management
8. Directly supervises internal HR staff providing coaching, training, performance evaluation and workload management; offers support for onboarding/offboarding responsibilities

9. Supports and oversees internal IT staff operations providing coaching, training, performance evaluations and workload management; offers support for onboarding/offboarding responsibilities
10. Manages building operations and maintenance activities, including vendor coordination, facility scheduling, and safety compliance
11. Prepares data, reports, and documentation for audits, monitoring visits, and regulatory reviews
12. Serves as an advisor to the Director, providing analysis, recommendations, and decision-support on fiscal and administrative matters
13. Presents self in a professional, ethical and culturally sensitive manner to co-workers, staff, other agency personnel and the public
14. Returns phone calls and correspondence in a timely manner, adhering to agency policy and time frames
15. Acts as a liaison between state agencies, county agencies, independent contractors, contract agencies and auditing personnel
16. Attending meetings and training
17. Meets all job safety requirements and all applicable OSHA safety standards that pertain to job duties
18. Performs other duties as assigned
19. Demonstrates regular and predictable attendance

Knowledge, Skills and Abilities

Knowledge/Skills: Possess strong knowledge of public-sector budgeting, fiscal management, procurement regulations, and contract administration, along with a solid understanding of accounting practices, financial reporting, and audit requirements. The role requires familiarity with internal HR processes such as onboarding, personnel file maintenance, and payroll coordination, as well as basic IT operations and coordination with external service providers. A working knowledge of building operations, facility management, and capital improvement planning is essential. The position demands strong analytical, organizational, and problem-solving abilities; clear and professional communication skills; proficiency with financial software and office technology; effective supervisory capabilities; and the ability to manage multiple priorities with accuracy, confidentiality, and sound judgment.

Ability: Effectively supervise, assign, and monitor the work of staff; work collaboratively with others; interpret and apply policies, procedures, laws, and regulations; listen, identify problems, and provide appropriate responses or explanations; coordinate activities among multiple individuals or departments; understand written materials, manuals, and verbal instructions; complete required forms and prepare clear reports; address employee concerns and evaluate performance; make independent and sound decisions; administer corrective action when necessary; prepare proposals, contracts, and grant applications; communicate clearly and professionally; negotiate with vendors or partners; evaluate effectiveness and compliance; manage multiple tasks and projects simultaneously; explain technical matters to diverse audiences; utilize computer systems and software; lead teams; and speak confidently in public settings.

Qualifications

Completion of master's degree from an accredited institution in Business Administration, Public Administration, Human Services, Human Resources or Finance; or completion of a bachelor's degree in Business Administration, Public Administration, Human Resources or Finance, and five (5) years of administrative/managerial experience

Additional Requirements

Must successfully undergo BCI background check
Successfully complete an alcohol and drug screening
Possess a valid Ohio Driver's License
Provide proof of eligibility to work in the United States

Inherently hazardous or physically demanding working conditions:

May encounter irate clients or individuals; may have some exposure to environmental factors (e.g., cold, excessive heat, noise, fumes, dirt, contagious diseases, unsanitary conditions, insect infestation, bodily waste, odors, common office chemicals, such as toner and correction fluid); may involve lifting up to 40 pounds (i.e., paper, supplies).

Business Administrator P.C.N. 410441001

List Position Numbers and Class Titles of Positions directly supervised:	Signature of Agency Representative:	Date:
410141001 Account Clerk 410141002 Account Clerk 411841001 Human Resource Officer 412041001 Data System Coordinator		