



Hamilton County, Ohio
Court of Common Pleas
Job Opportunity
An Equal Opportunity Employer

Posting Number: 49-83
Date Posted: October 17, 2024
Deadline to Apply: Open until filled

POSITION: Business Manager

DEPARTMENT: Hamilton County Court of Common Pleas – Probation Department

LOCATION: 800 Broadway, Cincinnati, OH 45202

WORK HOURS: Full-time; 70 hours bi-weekly (*Normal work hours are 8:00 a.m. - 4:00 p.m., Monday – Friday; however, the position may require some work beyond normal hours.*)

FLSA STATUS: Salaried/Exempt

SALARY: \$74,459 – 109,117

Highly Competitive Employee [Benefits Package](#) and Generous Paid Time Off

Listed below are the **QUALIFICATIONS** for the position:

A Bachelor's degree from an accredited college or university plus four years' experience in a budgetary/business management position is required. An applicant with a Bachelor's degree in business administration, finance, accounting, or similar field, is preferred. Must successfully complete a background investigation which includes a polygraph examination. Must also possess the knowledge, skills and abilities as listed below.

Listed below is a summary of the **JOB DUTIES:**

The Business Manager oversees the entire fiscal operation of the Probation Department. Additional areas of responsibility include facilitating reimbursement agreements with outside agencies, state grant reporting and record-keeping, and general office management.

Essential Functions

- Pre-screens department purchases and business transactions.
- Approves vendors, opens accounts and monitors expenditures.
- Manages inventory system for all fixed assets, supplies, equipment and furnishings, for compliance with county and state regulations.
- Assists Chief Probation Officer and other department managers and supervisors in strategic planning.
- Supports Chief Probation Officer in special projects and assignments.
- Performs office management duties.
- Attends staff meetings and other related meetings as required.
- Prepares written reports as required.
- Works closely with BSI (Budget and Strategic Initiatives) and other county departments.
- Develops the Probation Department's budget.
- Works with the Chief Probation Officer in negotiating for budget funding with the Office of Budget and Research.
- Oversees the preparation of monthly, quarterly and yearly budget and statistical reports.
- Reviews all financial transactions of the Probation Department on a regular basis.
- Oversees the filing system for the business office.
- Oversees the office supply disbursement system; ensures sufficient supplies are ordered and maintained.
- Trains staff on the proper use of the copier machines, telephone system, facsimile machines and other related office equipment.
- Reviews contracts for compliance with stated terms.

- Develops and maintains communication with the Ohio Department of Rehabilitation and Correction, and any other city, county, state or federal departments involved with the Probation Department; acts as fiscal agent for grant awards from these agencies.

Marginal Functions

Performs related work as required.

Positions Supervised

None.

Knowledge, Skills and Abilities

- Considerable knowledge of business and fiscal operations.
- Considerable knowledge of economics and Adult Probation Department policies and procedures.
- Ability to work under stressful and demanding conditions.
- Skills in oral and written communication.
- Ability to develop manageable budgets.
- Ability to add, subtract, multiply and divide.
- Ability to calculate fractions, decimals and percentages.
- Ability to keep financial records both current and cumulative.
- Working knowledge of spreadsheet software.
- Ability to read and prepare reports with recommendations.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Knowledge of management and administrative principles, office practices and procedures.
- Knowledge of court and Probation Department structure and operations.
- Knowledge of basic statistical analysis.
- Knowledge of general accounting principles and practices.
- Ability to define problems, collect data, correlate materials, establish facts and draw conclusions.
- Ability to communicate well with the public and handle sensitive telephone inquiries.
- Ability to communicate and cooperate with other county agencies and staff.
- Considerable knowledge of Court personnel policies.
- Ability to operate standard office equipment including computer, copier, calculator, word processor, VCR/TV monitor and facsimile machine.
- Ability to make mathematical computations rapidly and accurately.
- Ability to prioritize work according to general deadline dates.
- Ability to interpret operating procedures and guidelines to resolve unusual work problems and situations.
- Ability to apply operating procedures and guidelines to facilitate completion of assigned work activities.
- Ability to trace transactions through various steps and processes to locate discrepancies.

Working Conditions

Moderate noise in business office setting.

Physical Demands

- Work involves a significant amount of standing, walking, sitting, talking, listening, stooping, crouching and reaching with hands and arms.
- Must be able to transfer up to 25 pounds.
- Ability to sit continuously at a computer terminal for periods of up to two hours.
- Ability to reach into file drawers in standard four-drawer filing cabinets.
- Visual ability sufficient to effectively operate a copier, facsimile machine and a computer terminal, and to read reports, correspondence and instructions.
- Hearing ability sufficient to converse with other individuals, both in person and by telephone.
- Speaking ability sufficient to communicate effectively with other individuals in person and by telephone.
- Ability to read and prepare reports with recommendations.

Communications

Conveys and receives information in person and over the telephone, as well as by automated means.

HOW TO APPLY FOR THE POSITION:

Please send a cover letter and resume by e-mail, fax or mail.

E-mail: HRCourt@cms.hamilton-co.org

Fax: (513) 946-5809

Mail: Hamilton County Courthouse
ATTN: Krista Ventre
1000 Main Street, Room 410
Cincinnati, OH 45202