

EDITED KSAPC LISTING

CLASSIFICATION: BUSINESS MANAGER I

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of the principles of organization and management to effectively manage resources in compliance with state requirements.
K2.	Comprehensive knowledge of principles, practices, and problems involved in managing the business services of a small institution to ensure the efficiency of institutional business services operations.
K3.	Comprehensive knowledge of principles and techniques of personnel management and supervision in order to effectively manage staff.
K4.	Comprehensive knowledge of the Department's Equal Employment Opportunity (EEO) Program and a supervisor's responsibility to effectively meet the EEO objectives.
K5.	Basic knowledge of sound correctional practices (e.g., tool control, key control, inmate supervision) as they relate to departmental policy and procedures to ensure the safety and security of the institution.

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KSAPC Statements	
Ability to:	
A1.	Plan, direct, and integrate business services operations and coordinate them with other programs to meet institutional objectives.
A2.	Plan, organize, and direct the work of others to provide coordinated business services for the institution.
A3.	Understand the attitudes, problems and behavior of the mentally or physically challenged or persons under restraint in order to effectively provide services and meet mandates for the inmate population.
A4.	Anticipate needs and estimate requirements for materials, supplies, and equipment in order to ensure availability of needed items and maintain fiscal responsibility.
A5.	Secure and maintain the respect and cooperation of staff, officials, inmates, wards and the public in order to create and maintain a positive and professional environment.
A6.	Analyze situations accurately and adopt an effective course of action in order to meet operational needs.
A7.	Communicate effectively in order to successfully achieve objectives.
A8.	Effectively contribute to the Department's Equal Employment Opportunity objectives in order to promote a workplace free of harassment and discrimination.
A9.	Evaluate and respond promptly and effectively to emergency situations in order to implement the most appropriate course of action.