

BUSINESS MANAGEMENT

Business Managers plan, direct, or coordinate the operations of public or private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services.

Sample of reported job titles: Operations Manager, General Manager (GM), Director of Operations, Plant Manager, Store Manager, Facilities Manager, Plant Superintendent, Vice President of Operations, Warehouse Manager, Chief Operating Officer (COO)

DUTIES

Business managers typically do the following:

- Oversee activities directly related to making products or providing services.
- Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, or distribution of products.
- Review financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
- Manage staff, prepare work schedules and assign specific duties.
- Direct and coordinate organization's financial and budget activities to fund operations, maximize investments, and increase efficiency.
- Establish and implement departmental policies, goals, objectives, and procedures, conferring with board members, organization officials, and staff members as necessary.
- Determine staffing requirements, and interview, hire and train new employees, or oversee those personnel processes.
- Plan and direct activities such as sales promotions, and coordinating with other department heads as required.
- Determine goods and services to be sold, and set prices and credit terms, based on forecasts of customer demand.
- Locate, select, and procure merchandise for resale, representing management in purchase negotiations.



SALARY INFORMATION

Location	2018				
	10%	25%	Median	75%	90%
California	\$54,860	\$74,830	\$113,250	\$176,460	\$208,000+

*Pay period based on yearly amount.

EMPLOYMENT OUTLOOK

Stable growth rate is estimated to be **11%**

25,860 estimated annual job openings

RELATED OCCUPATIONS

- Administrative Services Managers ☀️
- Logistics Managers 🌿
- Lodging Managers
- First-Line Supervisors of Office and Administrative Support Workers ☀️
- First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators

