

BUSINESS MANAGER

QUALIFICATIONS:

- Master's Degree in business-related field or a Bachelor's Degree in a business-related field plus equivalent experience.
- Five years of business-administrative experience to include two years as a school business administrator.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: Director, Fiscal Services, Director, Physical Plant, Supervisor, Purchasing, Director, Transportation, Risk Manager, other personnel as assigned

JOB GOAL: To effectively and efficiently administer the assigned responsibilities in such a manner as to support the educational system and enhance the work environment of District employees.

PERFORMANCE RESPONSIBILITIES:

- Manages the Business Services Division
- Directs the financial operations of the District.
- Directs the District budget process.
- Directs District elections procedures.
- Provides leadership for: Accounting, payroll, and inventory services; Purchasing; Risk management program; Food services; Transportation services; Physical plant maintenance, improvement, and distribution services.
- Administers the real property of the District.
- Administers external contracts between the District and other organizations or agencies.
- Performs other functions as assigned by the Superintendent.

TERMS OF EMPLOYMENT: 240-day work year. Salary to be established by the Board.

EVALUATION: Job performance will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel.

SPECIFIC JOB FUNCTIONS:

Manages the Business Services Division

- Maintains, develops, implements, and enforces Business Services procedures.
- Develops District policies and standard practices for Business Services.
- Assures compliance with Business Services-related statutes.
- Develops and manages Business Department budget.
- Supervises and evaluates: Director, Fiscal Services; Director, Physical Plant; Supervisor, Purchasing; Director, Transportation; Risk Manager; Secretary to the Business Manager.

Directs the Financial Operations of the District

- Monitors District expenditures and directs adjustments as necessary.
- Assures that cash flow and investments are administered to provide optimum return on the cash assets of the District.

- Monitors the District revenue collections and adjusts for fluctuations in revenue sources.
- Directs the preparation and dissemination of financial data for control, analysis, and reporting.
- Assures compliance with state, federal, and general accounting guidelines.

Directs the District Budget Process

- Coordinates the budget development process.
- Assures compliance with local budget law.
- Prepares the budget calendar.
- Coordinates the budget committee selection process.
- Prepares unit budget allocations.
- Prepares the unit- and District-budget documents.
- Monitors the budget operations for compliance with appropriations.

Directs the District Elections Procedures

- Assures compliance with election law.
- Responds to public inquiry and presents data to the public on budget questions.
- Develops statistical data for budget campaign material.

Provides Leadership for: Accounting, Payroll, and Inventory Services; Purchasing, Risk Management, Food Services, Transportation Services, Physical Plant Maintenance Improvement, and Distribution Services

- Directs the goal-setting and evaluations of department supervisors.
- Directs the documentation of policies, guidelines, and job descriptions for each department.
- Visits each unit and listens to concerns.
- Provides support for the department supervisors to perform their respective functions.
- Monitors trends in areas of responsibility and plans for the future.

Administers the Real Property of the District

- Assists in the Facility and Site Planning and Improvement Program.
- Coordinates the acquisition and disposal of real property for the District.
- Coordinates District property development or zone modifications with the appropriate city or county agency.
- Coordinates and evaluates the District architect services in relation to strategic planning.

Administers External Contracts Between the District and Other Organizations or Agencies

- Develops and implements contracted service agreements for architect, auditor, insurance agent of record, and food service management.
- Monitors and evaluates all service agreements between the District and other agencies for potential risk and financial obligation.
- Coordinates the legal evaluation of contracts and agreements as necessary.
- Assures the maintenance of contract records and compliance with their insurance, legal, and financial aspects.

Performs Other Functions as Assigned by the Superintendent

ORGANIZATIONAL RELATIONSHIPS: Serves as member of the Central Management Team, cooperates with and supports other District administrators, attends Board meetings.