

DISTRICT BUSINESS MANAGER

PROFESSIONAL QUALIFICATIONS: Minimum Degree – BA in Business, experience in educational institution

PROFESSIONAL REQUIREMENTS:

- Expert knowledge of business management and accounting procedures.
- Effective skills in problem analysis, decision making and judgments.
- Effective communications skills
- Effective organizational ability
- Ability to apply technology to business practices and procedures. Computer background essential.
- Sensitivity to the role of others in the organization.
- Self-motivated and disciplined.
- Ability to put innovative ideas into practice.
- Ability to accept constructive criticism.
- Strong sense of personal professional ethics.
- Health and vitality to provide leadership.

CONTRACT TERMS: Shall serve under a 12-month contract with an annual total of 30 holiday and vacation days to be arranged with the superintendent of schools.

GENERAL RESPONSIBILITIES: The business manager is directly responsible to the superintendent of schools and shall assist the superintendent to carry out the policies and directives of the board of education.

ASSIGNED RESPONSIBILITIES:

- I. Primary responsibility shall be the financial management and accounting procedures of the school district.
 - To establish and develop up-to-date systems of financial accounting that meet the requirements of the state auditor, federal auditors, the state department of education, and the auditor employed by the district to review financial transactions.
 - To establish and maintain systems for district ordering, purchasing, and receiving of school materials and supplies.
 - To establish and maintain a system of inventory for district materials and equipment.
 - Controls the district budget management on a daily basis.
 - Keeps the superintendent and board informed about school financial matters.
 - Make accurate and timely reports to the appropriate agencies as may be required by law or regulation.
- II. The direction and supervision of the district's building maintenance and grounds.
 - Supervision of maintenance supervisor and staff.
 - To develop a system of maintenance and duty schedules.
 - To develop plans of compliance with safety regulations for school facilities.
 - To make recommendations to the superintendent and board for needed repair and maintenance which should be included in the budget.
- III. The direction and supervision of the district's food service program.
 - Supervision of the cafeteria manager assigned to food service.
 - To direct the general operations and financial procedure of the food service program.
 - Management of the free and reduced price federal lunch program component.
 - Health and safety standards compliance of the food program.

NOTE: Student supervision is assigned to the building principal.

- IV. Maintain and manage the district's insurance program.
 - Bid insurance according to policy or board directive.
 - Monitor insurance requirement to make certain the district is adequately covered for all insurance needs.
 - Provide a system of reporting incidents which may involve the district's insurance carriers.
 - Keep the superintendent informed of insurance cost, needs, and utilization.
- V. The direction and supervision of the district's delivery and supply systems.
 - To include the mail delivery, instructional supply delivery, maintenance supply delivery, the lunch delivery, and the transfer of money with the district.
 - To supervise and direct staff assigned to this support service.
- VI. Direct and supervise the district's transportation system.
 - Supervise the maintenance and safety inspection of all school transportation equipment.
 - Develop systems for reporting accidents, travel, and service information.
 - Assign non-certificated staff to the responsibility for care and service of school vehicles.
 - Cause the staff to be oriented to the safety and travel regulations associated with school transportation vehicles.
- VII. Serve as the board of education's fiscal analyst in the staff negotiations process.
 - Keep the board and staff informed about the general financial condition of the district.
 - Keep the board and staff informed about current salary information of the district.
 - Keep the board and staff informed about the comparability of other similar districts.
 - Complete necessary studies or obtain salary and related information requested by the board or superintendent.
 - Prepare a cost analysis and impact report on preliminary and final negotiated settlements.
- VIII. The direction and supervision of all district staff assigned to the business manager.
 - Recruit and interview qualified personnel for staff openings assigned.
 - Make recommendations for qualified replacements to the superintendent of schools.
 - Establish programs of orientation and staff development for assigned staff.
 - Make salary recommendations for budget purposes for assigned staff.
 - Evaluate and make employment decisions and recommendations to the superintendent of schools.
- IX. Assume other duties as may be assigned by the superintendent.
 - Carry all assignments out in an efficient, effective, and professional manner.