**DIRECTOR OF ADMINISTRATIVE SERVICES**

**QUALIFICATIONS:**

1. Bachelor’s Degree with concentration in business and financial management.
2. A minimum of five (5) years experience in financial management, including at least two years of experience in a supervisory capacity.
3. Experience required data processing activities concerned with directing, managing and supervising network systems.
4. Such alternatives to the above qualifications as the committee may find appropriate and acceptable.

**REPORTS TO:** Superintendent of Schools

**SUPERVISES:**

1. Controller
2. Purchasing Agent
3. Computer Services

**JOB GOALS:** To provide a high level of financial management and control. Strategic planning in finance to achieve the educational requirements of the district.

**RESPONSIBILITIES:**

1. Develops the school budget in conjunction with the superintendent, central administrative staff, and principals.
2. Compiles necessary statistical data for the preparation of the budget.
3. Develops cost analysis to appraise current operations and plan for future action.
4. Directs purchasing procedures, working with vendors, and governmental agencies.
5. Oversees the designation of duties between town personnel and school personnel.
6. Supervises fixed asset (inventory control) and budgetary control through approved procedures.
7. Maintains up-to-date inventory of school property.
8. In conjunction with the plant/facilities supervisor:
9. Assess operation of school plants
10. Risk management policies
11. Evaluates the school district’s transportation program.
12. Arranges town-wide transportation with transportation contractor and supervises transportation needs.
13. Responsible for transportation contracts and makes recommendations regarding the same.
14. Handles all transportation-related complaints.
15. Evaluates the school district’s walking policy and recommends improvements.
16. Monitors transportation contractor for compliance with state laws as they relate to the bus monitor program.
17. Works with the police department on bus safety issues.
18. Assures for the safety of all students and personnel transported by school district-owned or contracted vehicles.
19. Advises superintendent on all financial matters. Analyzes all contracts and contract proposals and cost of same.
20. Costs all appropriate contract proposals submitted by all unions negotiating with the school committee.
21. Assures district compliance with all labor agreements as they relate to accounting.
22. Monitors school food services program and evaluates contract with the food service management company. Responsible for food service bid procedures.
23. Reviews and approves all requests for use of school building forms.
24. Responsible for all school insurance programs. Establishes and analyzes all records relating to insurance coverage.
25. Supervises data processing procedures to provide management information, evaluation technique, and long range planning.
26. Performs all other duties as directed by the superintendent of schools.

**TERMS OF EMPLOYMENT:** Twelve-month year. Salary to be established by the school committee.

**EVALUATION:** Performance of this position will be evaluated annually in accordance with the provisions of the committee’s policy on evaluation of administrative personnel.