**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.