**BUSINESS AND OPERATIONS MANAGER**

**REPORTS TO:** Superintendent

**SUPERVISES:** Secretary to Business Manager, Accountant, Payroll Officer, Supervisor of Food Services, Supervisor of Maintenance, Supervisor of Transportation

QUALIFICATIONS:

* Masters Degree with supporting work in administration and finance.
* Administrative certification preferred.
* Five (5) years experience in public school business administrative or equivalent experience in private business.
* Demonstrated expertise in business administration.
* Demonstrated ability to work successfully and positively with staff, community, and the media.
* Ability to provide leadership and vision in the development and implementation of short- and long-range planning.
* Experience and/or knowledge of ethnic minority groups.
* Demonstrated expertise/knowledge in administrating classified personnel and personnel programs.
* Ability to effectively communicate orally and in writing.

RESPONSIBILITIES: The Business Manager shall be responsible for planning, organizing the business, operational, and classified programs of the school district.

1. Prepare, administer, and monitor the annual school district budget as required by statues and in accordance with the program goals of the district.
2. Responsible for the preparation of reports required by state and federal agencies that relate to the fiscal operations of the district.
3. Provide fiscal and technical assistance to principals, supervisor, and staff.
4. Responsible for proper and accurate accounting and internal accounting.
5. Assume responsibility for administering the classified personnel and related areas of recruiting.
6. Develop, implement, and administer a classified personnel evaluation program including monitoring of the process and all records management.
7. Administer, direct, and supervise—through subordinates—non-instructional programs including pupil transportation, food services, maintenance of buildings and grounds, and plant operations.
8. Plan, organize, and direct the activities related to purchasing, storing, and distributing materials, supplies, equipment, and contracted services for the school district.
9. Plan, organize, and direct the work of the central business office including: accounting and budget preparation and control, payroll and benefits administration, receipts and disbursement of funds, risk management, and allied fiscal services.
10. Administer all contracts entered into by the district with classified personnel and assist the superintendent with administering certificated contracts. Participate in collective bargaining of employee contracts as directed by the superintendent.
11. Assure high standards of safety and security within the district. Be responsible for the district safety program.
12. Prepares and submits to the superintendent such reports as the superintendent may request or require.
13. Attends board meetings and study sessions.
14. Prepare enrollment projections and assist the superintendent in projecting staff requirements. If responsible for enrollment monitoring and reporting and all staff reports required by state and federal agencies.
15. Responsible for insuring proper staff orientation for all classified staff with the cooperation of other staff members.
16. Administers all contracts between the district and outside contractors, including advertisements, bid requirements, and bid awards.
17. Ensures an informed board and administration by providing fiscal reports on a timely basis.
18. Advises the superintendent of the financial status of the district on a continuous basis.
19. Assist the superintendent in developing and implementing a long range strategic plan for the district.
20. Plays a leadership role in bond and levy issues along with facility planning and construction.
21. Regularly confers with building principals and administrators regarding problems/solutions related to district operations.
22. In concert with the administrative team, is responsible for developing and maintaining a district-wide property inventory.
23. Serves as district representative on the Community Recreational Services Board.
24. Develop and maintains a Business Affairs Manual containing appropriate procedures and practices relating to business and operations of the district.
25. Responsible for overall facility use by community and outside groups.
26. Establishes and maintains lines of communication between various groups in the community and the school staff and administration through meetings, news releases, and personal contact.
27. Works with the Community Finance Committee on budget and other financial issues of the district.
28. Assists building principals in developing building-based budgets and provides regular counsel on fiscal and operational areas.
29. Monitor the scheduling of all substitutes for the district.
30. Recommends appropriate board policies in the area of assigned responsibility.
31. Performs such other tasks as may be assigned by the superintendent.