

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** School Site Business Manager

**DEPARTMENT:** School Site

**POSITION SUMMARY:** Under the general direction of the site principal is responsible for administration and management of the school budgets, facilities and transportation. The business manager collects, maintains and evaluates data to make continuous improvements to services for staff, students and the public.

**ESSENTIAL FUNCTIONS:**

1. Manages school budgets (digital high school, conferences, payroll, budget transfers, site, department and administrative budgets, categorical and copy costs)
2. Manages facilities requests (collects fees, books facilities, monitors and coordinates appropriate use)
3. Keeps records of jobs planned, in progress, awaiting elements, and completed
4. Coordinates use of buildings and facilities for special school and community events
5. Works with department chairs, clubs, student body organization, etc., to facilitate appropriate accounting procedures for budgets.
6. Sets custodial schedules and organizes for special needs
7. Arranges for clerical and security substitutes
8. Manages transportation request and arrangements for all site needs
9. Oversees accounting in student store
10. Prioritizes work orders and works with maintenance to schedule work
11. Interfaces with District maintenance and operations, business department and transportation
12. Works with the assistant principal in charge of custodians to evaluate staff
13. Consults with a broad range of community members and staff to measure and improve services
14. Advises on long term maintenance needs
15. Maintains prompt and regular attendance in the workplace.
16. Performs related duties as assigned.

**EDUCATION AND EXPERIENCE:** Ability to provide and carry out oral and written directions in English, to read and speak at a level sufficient to fulfill the duties described. Ability to communicate in Spanish desirable. Two years of experience in budget management and/or business operations desired; possession of an appropriate California driver's license; insurable.

**SKILLS AND QUALIFICATIONS:**

1. Knowledge of public facility management
2. Knowledge of budget management
3. Knowledge of business management
4. Knowledge of computer applications
5. Ability to plan and administer school site facilities program
6. Ability to apply quality management tools to organizational data and make process improvement changes
7. Ability to anticipate, recognize and evaluate site needs in budgeting, facilities and transportation
8. Ability to coordinate facility uses to maximize community and site benefits while minimizing impacts on school district resources.
9. Ability to maintain cooperative working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Work on computers for extended periods of time.
5. Lift and carry up to 25 lbs. at shoulder height for short distances.

**WORK ENVIRONMENT:** Employees in this position will be required to work indoors in a standard office environment and come in direct contact with students, school site staff, district office staff and the public.

**SALARY:** Leadership/Management Range 15    **DAYS OF SERVICE:** 190 days

Board Approved: TUSD 2/27/01    Revised Days of Service 4/12/2011