

School District of Lodi
JOB DESCRIPTION

(A) 8-2-90
(R) 7-13-98
(R) 3-9-20

Title: Business Manager

Qualifications:

1. A Master's Degree or higher
2. Valid Wisconsin certification as School Business Manager
3. Three years of experience in school administration and supervision preferred
4. Such alternatives or additions to the above qualifications as the Board of Education may deem appropriate.

Reports to: District Administrator

Supervises: The Director of Buildings and Grounds, Food Service Manager (Director), CREW Director, and the Business Office support staff.

Job Goal: Do what is best for the students of the School District of Lodi by providing district leadership needed in the allocation of resources to develop the best possible learning environment for all students.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the development of a district long-range buildings and grounds plans in conjunction with the Director of Buildings and Grounds and the Superintendent.
2. Supervises Director of Buildings and Grounds to ensure proper care, cleanliness, and safety of facilities and grounds.
3. Oversees the food service program and development of the long range equipment and staffing plans.
4. Advertises, receives, and recommends the award of bids for equipment, supplies, and services.
5. Assists Superintendent and Director of Buildings and Grounds with supervision of construction and maintenance projects.

6. Assists Superintendent in preparation and coordination of district wide budget. Maintains a continuous control of school expenditures as prescribed by the budget. Submits financial statements to the Board reflecting the expended and unexpended balances in major categories of the budget.
7. Is responsible for the bookkeeping, payroll and accounting procedures within the school system. Is responsible for verification and categorization of receipts in accordance with state accounting guidelines. Is responsible for the custody and disposition of all money and arranges necessary bank financing. Assures that all money due the school is collected.
8. Receives requisitions from school employees and checks all requisitions against appropriate balances in the budget and makes purchases only within the limitations of the budget, except as authorized by the Board of Education.
9. Is responsible for the custody and disposition of debt service fund monies.
10. Serves as resource person for the Board of Education negotiation team.
11. Makes recommendations to the Superintendent regarding the insurance program of the school and expedites any outstanding claims.
12. Assists in recruiting, screening, recommendations for hiring, training, assigning, orienting, and directing non-professional staff.
13. Reviews and arranges in conjunction with Director of Students Services/Athletic Director/Principals all transportation routes and student assignment to prospective routes, including transportation for field trips, co-curricular, Special Education, 4K, and Kindergarten transportation.
14. Supports and implements Board policies and administrative rules and regulations relating to the schools. Familiarizes himself/herself with laws governing school business and insures compliance with these laws.
15. Files local, state, and federal reports, plans and claims such as Chapter I and II, transportation, special education, fire and safety inspections.
16. Maintains district inventory.
17. Supervises the Facilities Coordinator in regard to building usage by school and public groups.
18. Maintains personnel records for non-teacher employees under his/her supervision.
19. Performs all other tasks as assigned by the Superintendent and the Board of Education.

ESSENTIAL JOB FUNCTION DESCRIPTIONS:

1. Ability to arrive at work on time and be prepared to complete job performance responsibilities.
2. Ability to work cooperatively with other staff to promote a friendly and caring environment for students and program visitors.
3. Ability to meet standards of hygiene and appearance appropriate to the position.
4. Ability to complete assigned performance tasks within a reasonable time frame.
5. Ability to learn and practice universal precautions in dealing with any body fluid spills.
6. Ability to work while dealing with a sense of urgency (e.g. an emergency situation).
7. Ability to maneuver from room to room.
8. Ability to perform repetitive tasks.
9. Ability to lift and carry a minimum of 20 lbs.
10. Ability to respect district rules of confidentiality in that no specific student information is shared with anyone who does not have a legal right to that information.
11. Ability to supervise small/large groups of students.
12. Ability to follow district, building and program policies and procedures.
13. Ability to complete clerical/technical duties associated with identified performance responsibilities and as required for district reporting or budget purposes.
14. Ability to complete other appropriate tasks periodically assigned by District Administrator or Board of Education that are necessary or required to carry out responsibilities of Business Manager position.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.