



## PERSONNEL COMMISSION

**Class Code: 0427**  
**Salary Range: 64 (M2)**

### BUSINESS SERVICES ADMINISTRATOR

#### JOB SUMMARY

Under administrative direction, plan and coordinate the activities of assigned business functions through assigned subordinate managers including but not limited to the Maintenance, Nutrition Services, Transportation and Operations departments; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan and coordinate such functions as the maintenance of all school district buildings, equipment and properties, operations/security, transportation and nutrition services. ***E***
- Recommend changes to the organization and procedures to ensure cost effective accomplishment of goals and objectives. ***E***
- Interpret and implement the rules and policies of the Board of Education and administrative directions as they affect the assigned areas of responsibility. ***E***
- Confer with school administrators, professional experts, business executives, and the public concerning problems within the scope of assigned activities. ***E***
- Consult with and advise administrators regarding the requirements of the law and the requirements, services, and procedures. ***E***
- Administer and interpret statutes, regulations and policies concerned with the legal responsibilities of the division. ***E***
- Coordinate the formulation of budgets for controlling funds and forecasting income such as through job cost systems deferred maintenance program, etc. ***E***
- Direct and coordinate regular or special preventative maintenance programs to insure safe, efficient, reliable operation of facilities, equipment and systems and to comply with regulatory codes. ***E***
- Direct and coordinate the development of new procedures to improve security, safety, and energy conservation. ***E***

*Note: At the end of some of the duty statements there is an italicized ***E***, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

**DISTINGUISHING CHARACTERISTICS**

A Business Services Administrator is an administrative head of several assigned business department functions and is responsible for the planning and coordination of those activities through appropriate subordinate management level personnel.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Theory and practice of modern school business management, including such items as building maintenance, purchasing, operations, transportation, security, and nutrition services.

Staff training and management development techniques.

The application of electronic data processing to the control of fiscal resources, work control, tracking of data, and generating meaningful management reports.

Principles of organization; work management and personnel supervision.

Fiscal and budgeting principles and practices.

Laws applicable to financial procedures and funding in public schools and in the California Education Code provisions pertaining to such areas as school district maintenance, transportation, security, safety, custodial operations, etc.

The principles of bidding, competitive negotiations, purchasing, warehousing, material handling, receiving, distribution, inventory control, testing inspection procedures.

Legal contracts and other binding agreements.

**Ability to:**

Plan, organize, direct, and coordinate a variety of technical business functions.

Prepare and/or present clear and concise problem analyses and reports.

Organize, motivate, direct and/or supervise the activities of others engaged in various school business activities.

Perform long range budget planning.

Speak and write clearly and concisely.

Establish and maintain effective relationships with those contracted in the course of work.

Insure compliance with fiscal policies, operating procedures, applicable statutes and regulations.

Analyze and interpret legislation affecting such school related areas as building maintenance, construction, reconstruction, transportation, operations, etc.

Develop and administer a large budget.

Assimilate and evaluate data and prepare sound recommendations based on such information.

Review proposed agreements, including descriptions of conditions, services, stipulations and appropriate contract language and recommend action.

Establish priorities and delegate effectively.

Operate a district vehicle while observing legal and defensive driving practices.

**Education and Training:**

Graduation from a recognized college or university, preferably with a major in business administration, public administration, education or related fields is required. Post-graduate course work, or possession of a masters degree in one of the above fields is desirable.

**Experience:**

Five years of recent experience in an administrative or executive position involving maintenance and/or operating responsibilities in a large public or private organization with an overall annual operating budget approximating \$150,000,000 is required.

Any other combination of training and/or experience which demonstrates the applicant is likely to possess the required skills, knowledge, and abilities may be considered.

**SPECIAL REQUIREMENTS**

Possession of a valid Class C California driver's license at the time of appointment.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

**WORKING ENVIRONMENT**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

(Board Action 1/96 effective 1/96 designated senior management. 8/22/96)

Rev 3/25/04

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