

JOB DESCRIPTION

Director of Business Services

This position reports to the Superintendent of Schools.

1. Organizes and administers Business Office personnel functions.
2. Directs the overall preparation and recommendation of the annual school district budget, including financial projections, determining dollar amounts to be budgeted, and monitoring of the budget.
3. Executes the budget within the guidelines established by the Superintendent.
4. Provides various budget analyses as requested by the Superintendent.
5. Establishes, implements, and maintains a district-wide system of accounting which meets state requirements.
6. Administers and authorizes the purchase and inventory control of school supplies and equipment.
7. Develops school district bid specifications and administers/implements bidding procedures and schedules.
8. Assists the Director of Administration & Human Resources in the recruitment of certain classified personnel.
9. Responsible for payroll administration.
10. Assists the Director of Administration & Human Resources in making recommendations regarding staffing to Superintendent for certain employee groups assigned.
11. Assists in negotiations and represents the School Board as Chief Negotiator for some employee units as assigned by the Superintendent.
12. Provides the basis for the annual audit for all school district accounts.
13. Administers the school district's program of indebtedness.

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14. Establishes, implements and administers a district-wide insurance program; e.g., property, liability, employee group insurance, workers' compensation, etc.
15. Establishes, implements and administers a system of cash flow accounting to determine cash surpluses and projected cash flow needs and investment of surplus funds.
16. Responsible for selection of personnel in areas of assignment.
17. Co-administrates the pay equity program with the Director of Administration and Human Resources.
18. Makes appropriate recommendations for school district annual levies.
19. Establishes in-service development programs for classified personnel in areas of assignment.
20. Serves as the Chief Administrator for the following departments: Accounting, Food Service, Buildings & Grounds, and Transportation.
21. Assists in the preparation of reports and recommending district long-range plans to the Superintendent.
22. Consults with and sits in on meetings with principals and other personnel responsible for the development of educational programs in order that the business and fiscal operations reflect the educational programs of the district.
23. Attends and actively participates in educational meetings, workshops, seminars and conventions of professional value as practical.
24. Attends Board Meetings and other such meetings as requested by the Superintendent.
25. Performs all other acts reasonable and necessary to accomplish his/her primary function as requested by the Superintendent.

Adopted: 2/7/00
Revised: 11/1/07