

SCHOOL ADMINISTRATIVE UNIT # 2

JOB DESCRIPTION

Title: Business Administrator	Date Revised: July 1, 2023
Classification: Exempt, Administrator	Terms of Employment: Full-time, Year-round
Reports To: Superintendent of Schools	Supervises: Business Office Staff

QUALIFICATIONS:

1. Licensed or eligible for licensure as a Business Administrator;
2. Master's degree in Business Administration or related field; and,
3. Minimum of 5 years in education with successful experience as an administrator or equivalent.
4. Such alternative to the above as the Superintendent may find appropriate and acceptable.

JOB OBJECTIVE:

The Business Administrator shall be responsible to the Superintendent of Schools for the overall planning, coordination, and management of financial, business, and support activities of the school system. The Business Administrator's major responsibilities include:

- A. Educational Organization and Leadership
- B. Financial Resource Management
- C. Human Resource Management
- D. Facility and Property Management
- E. Information Management
- F. Risk Management
- G. Pupil Transportation Management
- H. Food Service Management

ESSENTIAL JOB FUNCTIONS*:

EDUCATIONAL ORGANIZATION AND LEADERSHIP

1. Support the Superintendent in the development of an educational plan, strategic plan, or district improvement plan for the district or districts, and for recommending a program of studies suitable to the needs of the public and the community in accordance with school board policies, State statutes, and State board regulations.

FINANCIAL RESOURCE MANAGEMENT

1. Formulates policies and procedures for all purchasing activities for the approval of the Superintendent of Schools and School Board.
2. Directs the preparation of specifications, invitations for bids, and purchasing of supplies, materials, equipment, and services for the school system.
3. Supervises the receipt, storage and distribution of all materials and equipment and insures that suitable inventory controls are maintained.

HUMAN RESOURCE MANAGEMENT

1. Conducts all personnel investigations and appropriate reporting.
2. Provides support and works collaboratively with the School Board's negotiating teams.
3. Researches pertinent topics and provides financial impact information.
4. Counsel supervisors on employee relation issues; retention or release of probationary employees, assignments and transfers, disciplinary actions, demotions, dismissals and interpret the implementation of personnel matters contained in collective bargaining agreements or district policy for consistency with practice.

FACILITIES AND PROPERTY MANAGEMENT

1. Oversees the Director of Facilities, who directs the overall maintenance and repair programs of the school system, including the use of outside contracted services.

2. Ensures that the standards and procedures for the maintenance of all building and grounds are followed and current.
3. Coordinates with the Director of Facilities for annual and interim inspections of all buildings and grounds for purposes of insuring safety, cleanliness, and upkeep and for planning preventative maintenance programs.
4. Coordinates long-range planning for future facilities needs and participates in negotiations with municipal authorities or other outside sources involved in such planning.
5. Recommends to the Superintendent of Schools procedures, regulations, and fee schedules for the non-instructional use of school facilities.
6. Directs the scheduling and use of school facilities for those activities not directly administered by the school principals.

FINANCE

1. Develops budgetary procedures and policies under the direction of the Superintendent of Schools and the School Board.
2. Coordinates the development of all segments of the total school budget in cooperation with administrative staff.
3. Assumes primary responsibility for the final preparation of the school budget for the Superintendent of Schools.
4. Supervises all payroll and accounting activities.
5. Supervises periodic and annual reports on financial matters of the school system including accounts for School Bonds and federal funds.
6. Assists the Superintendent of Schools in developing long-range plans for the operational and capital requirements of the school system.
7. Supervises preparation of financial reports required by state and federal agencies.

INFORMATION MANAGEMENT

1. Oversees all technology purchases and leasing programs.

RISK MANAGEMENT

1. Manages the District's Risk Management and Joint Loss Safety Programs.
2. In conjunction with appropriate parties, provide in service programs related to risk management as necessary.
3. Review, revise and recommend applicable policies and procedures.

PUPIL TRANSPORTATION MANAGEMENT

1. Coordinates pupil transportation within the school system.
2. Represents the school district in negotiations with bus contractors and in all business activities related to bus services.
3. Provides advice to the Superintendent of Schools concerning needed improvements or corrections in school transportation.

FOOD SERVICE MANAGEMENT

1. Oversees the planning and administration of all food services programs in the schools of the system.
2. Oversees the collection of and accounting activities for cafeteria funds and the reimbursement of Federal funds.
3. Prepares financial and statistical reports on the operation of the food service program; coordinates financial aspects of food service program with appropriate personnel in State Department of Education.

OTHER

1. Participates as an active member of the SAU leadership team.
2. Maintains effective relations with and acts as a resource for School Board, staff, students, vendors and the public.
3. Maintains positive and production relationship with state and local governments.
4. Performs other duties as assigned by the Superintendent.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Problem Solver
- Interpret and monitor various financial statements
- Effective public relations skills
- Expertise in Systems Thinking

- Analyze data
- Strategic planning
- Use effective interview techniques
- Demonstrate written and oral communication skills
- Knowledge of effective budgeting practices
- Knowledge of local, state, and federal financial reporting requirements, including GASB AND GAAP

WORKING CONDITIONS:

In a normal work day, the employee may be required to combine standing, walking and sitting; continuously sit at the desk, keyboard, etc. for several hours, lift/carry up to fifteen (15) pounds infrequently, bend frequently; squat, kneel, climb/balance, reach above shoulder level and lift from high/low positions occasionally. Some travel required.

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

*** External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**