

BOURNE PUBLIC SCHOOLS

DIRECTOR OF BUSINESS SERVICES JOB DESCRIPTION

Reports to: Superintendent of Schools

Job Goal: The Director of Business Services shall be responsible for the general control of all aspects of fiscal management and ancillary services including food services, transportation, building coordination, and maintenance. He or she shall be responsible for advising and assisting the Superintendent of Schools on all financial matters and he/she shall report directly to the Superintendent of Schools.

Supervises: Directly

1. Transportation Coordinator
2. Custodial and Maintenance Supervisor
3. Cafeteria director
4. Account Clerk
5. Grant Clerk
6. Other as assigned by the Superintendent

Evaluation

1. Responsible for annual evaluations of all employees under his/her supervision.

Responsibilities

A. School Budget

1. Assume responsibility for budget development and long range financial planning.
2. Responsible for accurate accounting records and monthly financial statements and projections for all accounts in the school budget.
3. Supervise a program of budget control.
4. Advise the Superintendent on all matters relating to the fiscal operations of the district and alert him/her to any apparent discrepancies and problems.
5. Establish and supervise a program of accounting and reporting for the financial affairs of the district.

B. Federal and State Grants

1. Responsible for accurate accounting records and monthly financial

- statements for all expenditures.
2. Generate quarterly requests for funds.

C. Special Articles

1. Responsible for accurate accounting records and payments to outside contractors.
2. Responsible for developing special articles when requested.

D. Federal and State Reports

1. Federal – generate quarterly and year-end reports for all federal grants.
2. State – generate quarterly and end of year reports as required by the State.

E. Transportation

1. Supervisory responsibility for transportation, both regular day and special needs, in coordination with the Transportation Coordinator.
2. Responsible for drawing up bid specifications for all bus contracts with the School Department.
3. Responsible for implementation of all legislation affecting transportation.
4. Responsible for all matters pertaining to safety and in-service training associated with transportation.
5. During inclement weather, with the Transportation Coordinator, advise the Superintendent as to whether or not road conditions allow for the safe transportation of students.

F. Maintenance, Grounds, and Custodial

1. Supervise with building principals and the Custodial and Maintenance Supervisor, the operation, construction, and maintenance of school plants and employees.
2. Recommend candidates for all positions in his/her jurisdiction to the Superintendent.
3. Coordinate and administer any grievance for the maintenance and custodial contract.

G. Payroll

1. Responsible for weekly payroll information to Town Hall for all school department employees.
2. Calculate end of year lump sum payroll.
3. Calculate end of year escrow payroll.
4. Implement all payroll adjustments resulting from collective bargaining.

H. Insurance

1. Responsible for the formation, modification, and clarification of insurance needs of the district.
2. Process and monitor all claims for Workmen's Compensation.
3. Process and monitor all claims for vandalism, storm damage, and stolen property.

I. Purchasing

1. Develop and administer a program for purchasing supplies and equipment.
2. Approve all vouchers and purchase orders authorizing the expenditure of money.
3. Serve as chief purchasing officer for the district.

J. Accounts Payable

1. Responsible for payment of all bills with Town Hall.
2. Resolve disputes between vendors and the school department.

K. General Finances

1. Review current financial procedures and, where needed, develop and implement accounting and reporting improvements which will enhance the school department's financial system.
2. Provide necessary assistance to all auditing agencies and, where appropriate, correct deficiencies as noted in the audit review.
3. Supervise data processing procedures to provide management information, evaluation, and long-range forecasts.
4. Consult with and advise the Superintendent and other personnel on questions relating to the district's financial affairs.
5. Audit individual accounts as deemed desirable by him or her or by the Superintendent.

L. Energy

1. Develop and implement appropriate procedures relating to energy conservation within the system.

M. Capital Outlay

1. In conjunction with the Superintendent of Schools, prepare the annual five-year projection of capital outlay projects.
2. Prepare specifications and conduct bidding process for school department vehicles, equipment, etc.
3. Assist with the preparation of bid specifications for large building repair projects.
4. Coordinate the implementation of capital outlay projects.

N. Snow Removal

1. Coordinate snow removal effort by maintenance and custodial personnel.

O. Negotiations

1. Negotiate and administer the collective bargaining agreement with the maintenance and custodial union.
2. Advise the Superintendent and School Committee relative to negotiations with maintenance/custodial/food service personnel.

P. Miscellaneous

1. Any other such duties as may from time to time be assigned by the Superintendent of Schools.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Certificates, Licenses, Registrations

Massachusetts School Business Administrator License/Certification

Education and/or Experience

Master's Degree preferred, or equivalent, and four or more years related experience and/or training.

Language Skills

Ability to read, analyze, and interpret common professional and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from parents, regulatory agencies, or members of the community. Ability to write grants. Ability to effectively

present information to various audiences including administrators, staff, public groups, and/or School Committee.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply basic mathematical concepts to practical situations. Ability to use data as tools to identify barriers to success and design strategies for improvement. Ability to develop and manage a budget.

Reasoning Ability

Ability to apply principles of logical and scientific thinking to a wide range of intellectual and practical problems; to deal with nonverbal symbolism (formulas, graphs, etc.); to deal with a variety of abstract and concrete variables; to prioritize and manage.

Technological Skills

Proficient with personal computers and relevant software such as word processing spreadsheet, database, and presentation applications. Able to use technology as an integral tool while addressing responsibilities.

Terms of Employment

A twelve-month year in accordance with employment agreement established by the Bourne School Committee.

Evaluation

The Director of Business Services shall be evaluated annually by the Superintendent of Schools in coordination with the Budget Subcommittee.