



Manager - Administrative Services

Purpose Statement

The job of Manager - Administrative Services is done for the purpose/s of preparing and submitting data to the state; ensuring the accuracy, integrity, and compliance of district data systems; serving as a liaison between the District and external vendors; and supporting data-driven decision making through analysis, reporting, and system management

Essential Functions

- Analyzes, validates, audits, and troubleshoots data across multiple district systems (e.g. PowerSchool, SpedTrack, Panorama, Frontline, UKG, etc.) for the purpose of ensuring data accuracy, consistency, and integrity for reporting and decision-making.
- Assists with special projects and initiatives (e.g. surveys, program evaluations, EpiC lottery, compliance reviews, etc.) for the purpose of supporting district priorities and continuous improvement.
- Collaborates with departments (e.g., Special Services, Innovation and Learning, Technology, Human Resources, and Building Administration, etc.) and coordinates data collection processes and timelines for the purpose of ensuring accurate, complete, and timely reporting.
- Coordinates and submits required state and federal reports (e.g. MOSIS/Core Data, DESE reporting cycles, assessment precode, discipline, and program reporting, etc.) for the purpose of ensuring compliance with applicable laws, regulations, and reporting requirements.
- Maintains documentation of procedures, reports, and system processes for the purpose of ensuring consistency, audit readiness, and knowledge transfer.
- Participates in meetings, committees, and professional development for the purpose of conveying and gathering information related to administrative services, reporting requirements, and system improvements.
- Prepares a wide variety of reports, data summaries, and analyses (e.g. state submissions, internal dashboards, audit documentation, and program evaluations, etc.) for the purpose of supporting compliance requirements and data-informed decision-making.
- Presents data, reports, and information to district staff, leadership, and stakeholders for the purpose of sharing insights, supporting decision-making, and ensuring understanding of reporting requirements and outcomes.
- Provides training and troubleshooting support for district systems (e.g. SchoolLinks, time and attendance systems, etc.) for the purpose of ensuring accurate data entry, resolving system issues, and promoting efficient and consistent system use across the District.
- Researches and interprets policies, procedures, and regulatory requirements for the purpose of ensuring compliance, informing practices, and supporting program development.
- Serves as a resource and provides data to district leadership and Team Liberty for the purpose of supporting discussions, planning, and initiatives (e.g., district calendars, salary schedules, employee surveys).
- Serves as the primary liaison between the District and assigned vendors (e.g. time and attendance systems, SchoolLinks, etc.) for the purpose of ensuring system functionality, resolving issues, maintaining compliance, and supporting system improvements.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

KNOWLEDGE is required to utilize theoretical mathematical concepts; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/finance; relational databases; MS Office Tools; Basic Networking; and pertinent codes, policies, regulations and/or laws.

SKILLS are required to perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: critical thinking; problem solving; time management; conflict resolution; operating standard office equipment including utilizing pertinent software applications; planning and managing projects; preparing budgets and reviewing financial information; developing effective working relationships; and administering personnel policies and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working with detailed information; working as part of a team; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; supervising the use of funds. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within specialized field is required.

Education: Bachelor's degree in job related area.

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

07/01/2026

Pay Grade

See Administrator Salary Schedule

Revised Date