

Central Greene School District

Business Administrator / Board Secretary

Position Description

Title: Business Administrator / Board Secretary

Reports To: Superintendent

Qualifications:

- Bachelor's Degree in business administration, business management, education, accounting, finance, or a related field required. Master's Degree preferred.
- Minimum of five (5) years of experience in business administration and/or equivalent experience with business and administrative functions, including supervisory experience.
- Evidence of successful school and/or business leadership experience.
- Strong interpersonal, organizational, and communication skills.
- Demonstrated problem-solving and decision-making abilities.
- Pennsylvania Registered School Business Administrator status through PASBO preferred.
- Valid Pennsylvania Driver's License.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Terms of Employment:

Twelve (12) month position. Salary, work schedule and other conditions of employment in accordance with written contract (if provided) and current LEA salary schedule and applicable district policies.

Goal:

To administer and supervise the business affairs and operational support functions of the district while serving as Secretary to the Board.

Essential Duties and Responsibilities

1. Serve as Secretary to the Board.

Performance Responsibilities:

- Prepare and submit all required legal advertisements and public notices.
- Attend Board meetings and accurately record official actions.
- Prepare Board meeting agendas and supporting materials.

- Prepare and maintain official Board minutes and records.
- Maintain official district records, resolutions, policies, leases, deeds, and minute books.
- Ensure compliance with all applicable School Code requirements related to Board operations.

2. Serve as Financial Officer of the District.

Performance Responsibilities:

- Prepare the district's annual budget in collaboration with the Superintendent and administrative team.
- Monitor revenues, expenditures, and account balances throughout the fiscal year.
- Oversee financial accounting and reporting functions.
- Ensure all required state and federal reports are completed accurately and timely.
- Develop and manage cash management and investment procedures.
- Oversee debt service and capital fund management.
- Prepare monthly financial reports for the Board.
- Maintain compliance with applicable accounting standards and PDE requirements.
- Coordinate and facilitate internal and external audits.

3. Oversee Purchasing and Procurement Operations.

Performance Responsibilities:

- Administer district purchasing procedures in accordance with School Code and Board policy.
- Prepare specifications and bid documents for district purchases and projects.
- Coordinate competitive bidding processes.
- Oversee purchasing, receiving, warehousing, and inventory control processes.
- Review and approve purchase orders and requisitions.
- Maintain records related to purchasing and procurement activities.

4. Oversee Human Resources and Employee Relations Functions.

Performance Responsibilities:

- Assist with employee benefit administration.
- Oversee payroll operations and payroll accounting.
- Ensure compliance with federal, state, and local payroll regulations.
- Assist with personnel management functions and employee record maintenance.
- Participate in labor relations, negotiations, grievance processes, and contract administration.
- Support recruitment, hiring, and onboarding processes for non-instructional staff.
- Assist in the administration of employee evaluations for non-instructional personnel.
- Provide guidance regarding benefits, retirement systems, and related employment matters.

5. Administer Insurance and Risk Management Programs.

Performance Responsibilities:

- Coordinate district insurance programs and claims.
- Review insurance coverage needs and risk exposure.
- Maintain records related to insurance policies, claims, and insurable values.
- Coordinate insurance bids and renewals.
- Administer student accident insurance programs.

6. Serve as the District's Representative in Capital Projects and Facilities Planning.

Performance Responsibilities:

- Coordinate with architects, contractors, engineers, and consultants.
- Assist with facility planning and capital improvement projects.
- Monitor project timelines, budgets, and compliance requirements.
- Participate in project meetings and construction coordination.
- Assist with long-range facility planning.

7. Oversee Operational Support Services.

Performance Responsibilities:

- Supervise business office operations and assigned support staff.
- Coordinate operational procedures and workflows.
- Assist in the development and implementation of operational policies and procedures.
- Support district safety, security, and compliance initiatives.
- Coordinate with district departments to support efficient operations.

8. Maintain District Records and Compliance Documentation.

Performance Responsibilities:

- Maintain official permanent property and legal records.
- Coordinate required state and federal reporting.
- Maintain records related to rentals, leases, rights-of-way, contracts, and agreements.
- Ensure compliance with district policies and applicable laws.

9. Perform Other Duties as Assigned.

Performance Responsibilities:

- Perform additional duties assigned by the Superintendent or Board of School Directors.
- Assist with special projects and district initiatives.
- Support the overall mission and operational goals of the district.

Position Specifications:

Physical Demands:

- Frequent travel throughout district buildings and facilities.
- Prolonged periods of sitting, standing, and computer use.
- Occasional lifting of up to 20 pounds.

Sensory Abilities:

- Ability to read correspondence and computer screens.
- Ability to communicate effectively in person and via telephone.

Cognitive Abilities:

- Ability to analyze financial and operational information.
- Ability to prioritize and manage multiple responsibilities.
- Ability to communicate effectively with staff, administration, Board members, and the public.
- Ability to maintain confidentiality and exercise professional judgment.

Technology Skills:

- Proficiency with financial software, spreadsheets, and district technology systems.
- Ability to utilize technology for communication, budgeting, reporting, and presentations.

Evaluation:

Performance will be evaluated annually in accordance with Board policy and administrative procedures.

Central Greene School District is an Equal Opportunity Employer.