

BUSINESS MANAGER

Purpose Statement

The job of Business Manager was established for the purpose/s of serving as the Chief Financial Officer and directing the overall financial operations; supervising the annual budget preparation; reporting financial conditions and identifying financial requirements of operations; and ensuring that appropriate financial controls are maintained for all District operations while maintaining adequate staffing to ensure that objectives of programs/services are achieved within budget and comply to the District's goals.

This job reports to District Superintendent

Essential Functions

- Compiles data from a wide variety of sources (e.g. staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with various policies and procedures, and/or monitoring program components.
- Develops long and short range financial plans (e.g. policies, procedures, staffing, materials, equipment, space requirements, etc.) for the purpose of achieving outcomes in relation to organizational objectives, and ensuring compliance with legal, financial and District requirements.
- Directs the implementation of existing and new programs/services through a combination of delegation and personal involvement for the purpose of ensuring new programs/services are provided within established timeframes in conformance with all related requirements.
- Facilitates meetings that frequently involve a range of issues (e.g. personnel actions, financial procedures, regulatory requirements, community involvement, inter-departmental needs, etc.) for the purpose of identifying appropriate actions, developing recommendations, supporting other staff, and serving as a District representative.
- Manages assigned program and/or departmental responsibilities for the purpose of achieving outcomes in relation to organizational objectives, and ensuring conformance with legal, financial and District requirements.
- Participates in meetings as required (e.g. workshops, inter and intra district committees, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Performs personnel administrative functions (e.g. hiring, counseling, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Prepares a wide variety of often complex materials (e.g. plans, budgets, funding requests, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Presents information on a variety of topics related to administrative responsibilities (e.g. financial information, overviews of programs/services, policies and procedures, etc.) for the purpose of providing general information, training others, implementing actions, etc.
- Researches information required to manage assignments including reviewing relevant policies, current practices, staffing requirements, financial resources, etc. for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Supports other upper level administrators for the purpose of collaborating with these administrators in achievement of department, program and district goals.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and budgeting and financial management.

KNOWLEDGE is required to utilize theoretical mathematical concepts; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: personnel processes; pertinent codes, policies, regulations and/or laws; federal and state grants accounting management; education code; accounting processes; and budget management and accounting.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing effective relationships; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; adapting to frequent interruptions and changing priorities; and maintaining confidentiality.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing major organizational components; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 10% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within specialized field with increasing levels of responsibility is required.

Education Masters degree in job related area.

Equivalency None Specified

Required Testing

None Required

Certificates & Licenses

None Specified

Continuing Educ. / Training

Continued Professional Growth

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Administrator