



**CLASS TITLE: SR. DIRECTOR BUSINESS SERVICES
ADMINISTRATIVE**

BASIC FUNCTION:

Under the direction of the Superintendent, the Senior Director, Business Services is responsible for all fiscal and operational aspects of the District. The Senior Director plans, organizes, and administers the successful implementation of the Business operations of the District; assures the District is financially stable; contributes to the strategic direction of the District; and supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Develops, implements, and operates business procedures designed to facilitate the educational program.

Administers, prepares, and supervises the preparation of all district financial and other such reporting affecting the fiscal and related operations of the District.

Prepares and supervises the preparation of periodic financial reports designed to keep the Superintendent, governing board, and other administrative personnel apprised of the district programs and/or sites' financial status.

Attends a variety of local, City, County, State and federal meetings as assigned; attends conferences and workshops; makes presentations and conducts assigned meetings.

Administers and supervises the administration of the District's insurance programs.

Oversees the development, organization, and preparation of the annual District budget; works directly with the Superintendent and others in the preparation of the district budget. monitors income and expenditures; prepares budget recommendations for the Board; maintains current knowledge of fiscal-related issues.

Maintains sound fiscal and internal controls.

Conducts research and analyze financial and statistical data pertinent to the assignment.

Administers and supervises the fiscal management of the food services program.

Participates with other members of Executive Cabinet in overall program planning and coordination in support of the District's mission, goals, and objectives.

Communicates with County Office Personnel, vendors, State agencies, and others to coordinate departmental transactions.

Provides Business Services leadership and direction; resolves issues; coordinates interdepartmental projects; supports and guides departmental responses and efforts.

Maintains current knowledge of operational issues and pending legislation; recommends systems and other improvements.



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Manages, prepares, and develops all legal documents relating to the fiscal affairs of the District.

Manages and develops all federal, state, county, and district reports relating to the fiscal affairs of the District.

Manages and prepares federal, state, county, and district reports relating to student enrollment, ADA, growth, decline, transportation, and special classes.

Manages and prepares fiscal information and forms required for all applications pertaining to the acquisition of federal, state, county, or other outside funding sources.

Attends Board meetings and prepares Board agendas and briefings; follows-up on Board issues as appropriate.

Supervises and evaluates the performance of assigned personnel; interviews and selects employees; manage personnel-related issues in Business Services.

Prepares and maintains a variety of records and reports including budgets, property contracts, insurance policies, legislative updates and other reports related to assigned functions; directs the preparation and maintenance of a variety of narrative and statistical reports related to Business Services.

Provides technical expertise, information and assistance to the Superintendent regarding assigned functions; participates in the formulation and development of fiscal policies, procedures and programs.

Communicates with other administrators, District personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Supervises the generation of warrants for payroll, services, utilities, materials, and other district financial obligations.

OTHER DUTIES:

Perform other assigned tasks as directed by the Superintendent.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Administration of Business Services.

Budget preparation and control.

School business management including finance, information technology, planning, facilities acquisition, purchasing, warehousing and inventory control and others as assigned.

Applicable laws, codes, regulations, policies and procedures affecting school business operations.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.



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ABILITY TO:

Plan, organize and administer the successful implementation of the Business operations of the District.
Plan, organize and direct complex projects.
Resolve complex organizational problems.
Provide creative and effective solutions for meeting the financial needs of the District.
Supervise and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned operations and activities.

EDUCATION AND EXPERIENCE

Bachelor's degree or equivalent with an emphasis in accounting or finance;
Five (5) years experience in increasingly responsible positions in the areas of Finance and Business;
Three (3) years experience as the Director of Finance or equivalent in a school district or government agency is highly desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Standard business environment consisting of office space and office equipment. Work will require visitations to the County Office of Education, sites (multiple locations), and attendance at meetings in various locations throughout the State as required.

PHYSICAL DEMANDS:

Sitting and/or standing for extended periods of time.
Walking to visit sites with multiple story environments.
Bending at the waist, kneeling, crouching and crawling.
Dexterity of hands and fingers to demonstrate activities, prepare materials, to operate a computer keyboard and other office equipment
Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of materials.