

Position Title Director of Business Services

Band/Grade E-9-2-23

Immediate Supervisor Superintendent

Job Summary (Basic Purpose of Position)

The Director of Business Services provides professional leadership, direction and accountability for the Business Services Division. The Division includes direct business related functions as well as food services, transportation, and plant operation and maintenance.

~~Supervisor~~

Employee

*Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D,W, M,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What you Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will you Know the Job is Done?
ADMINISTER BUSINESS SERVICES DIVISION					
1.01 Direct district's business services department.	E-9-2	D-40%		KNOWLEDGE OF: Applicable Statutes Business Principles Accounting Principles History and Tradition of the District Organizational Theory Decision Making Theory District Policies Effective Supervision and Evaluation Practices ABILITY TO: Plan Communicate Delegate Allocate Organize Control Direct Motivate Build Consensus Relate effectively with others Conduct group processes and activities Mediate Differences Speak and write effectively	1.01 Business affairs were conducted efficiently and timely with a high percent of accuracy.
1.02 Supervise food services, plant operation, maintenance, transportation departments, and safety and security coordinator.	E-9-2	D-20%			1.02 Weekly meetings were held with department heads to discuss events, problems and plans.
1.03 Serve as District treasurer.	C-5-2	D- 2%			1.03 Treasurer's duties were completed in accordance with the law and Board policy.
1.04 Formulate and update business division policy items for Board consideration and approval.	E-9-2	Q			1.04 Policy items were developed and updated as needed.
1.05 Formulate and update business division administrative procedures.	F-10-2	M			1.05 Administrative procedures were developed and updated as needed.
1.06 Determine, monitor and maintain district's financial condition status and disseminate information as needed.	E-9-1	W			1.06 Financial conditions status was monitored and information disseminated.
1.07 Compile annual levy information and provide Board with recommended parameters for consideration and adoption.	F-10-3	A			1.07 Levy was passed by the Board.

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3 Determine cash flow projec- tions and if necessary, de- termine amount of outside funding needed.	E-9-2	Q		SKILLS OF: Calculator operation Dictating equipment Microcomputer	1.08 District's needs were adequate- ly financed during negative cash flow periods.
2 Determine amount of excess funds on hand and make short- term investments for best yield.	E-9-2	W			1.09 Investments were made in a timely and efficient manner.
3 Review, evaluate and deter- mine adequate insurance coverages for plant and per- sonnel.	D-7-2	Q			1.10 All buildings and properties were adequately insured for re- placement costs. Employees were insured against perils of employment, liabilities, ac- cidents and dishonesty. Group policies were kept up-to-date and bids were submitted where required.
1 Develop specifications, pro- cedures, summaries and rec- ommendations for the competi- tive bidding process.	D-7-2	M			1.11 Competative bidding procedures were correct with the results presented to the Board for their determination.
2 Evaluate the performance of those supervised.	E-9-1	A			
3 Maintain knowledge and in- form business office employ- ees of current business pro- cedures and theory and pro- mote continuous improvement.	E-9-1	D			1.12 Annual performance evaluations of those employees supervised by the Director of Business Services were available for review at year end.
4 Conduct short and long range planning activities.	D-7-1	A			1.13 Business office employees were kept up-to-date on the latest related business procedures and techniques and the same were used when in the best interest of the district.
5 Conduct in-service activities for employees.	C-5-2	Q			
6 Allocate resources for opti- mum educational excellence.	E-9-2	D			1.14 Short and long range plans ex- ist and were used to direct the department heads in the opera- tion of their area of responsi- bility.
7 Sustain personal growth ac- tivities and development.	D-7-1	M			
8 Motivate and encourage em- ployee growth and develop- ment.					1.15 Inservice activites were con- ducted for employees.
9 Delegate routine duties to other employees.					

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<p>1.20 Assist with employemnt inter-views and screening of non licensed employee candidates.</p> <p>1.21 Compute, invoice and collect monthly tuition for students attending Gilfillan and NWJTC schools.</p> <p>1.22 Perform other job related duties as assigned.</p> <p>1.23 Join and participate in various clubs and civic organizations for the purpose of public relations.</p>	<p>D-7-2</p> <p>D-7-2</p>				<p>1.16 Human and material resources, funds and time were allocated effectively for improvement of the business services division.</p> <p>1.17 Employee self-growth and development activities were conducted.</p> <p>1.18 Employee growth and motivation was encouraged.</p> <p>1.19 Routine duties were delegated efficiently and effectively.</p> <p>1.20 When requested, assistance was given with employee interviews.</p> <p>1.21 Monthly statements for the NWJTC and Gilfillan were sent out on a timely basis.</p> <p>1.22 Other job related duties were performed as assigned.</p> <p>1.23 Membership was held in various civic organizations and community clubs.</p>

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<p>DEVELOP, COORDINATE AND ADMINISTER ANNUAL FISCAL BUDGET</p> <p>2.01 Develop annual budget in concert with the district's goals and objectives.</p> <p> Compute annual revenue estimates.</p> <p> Determine resource allocation to various units.</p> <p> Compile and compute expenditures.</p> <p> Formulate summary reports.</p> <p> Monitor for compliance.</p> <p>2.02 Conduct long term fiscal planning.</p>	<p>F-10-2</p> <p>F-10-2</p>	<p>A-10%</p> <p>A</p>		<p>KNOWLEDGE OF:</p> <ul style="list-style-type: none"> Accounting principles Budgeting principles Applicable statutes District's goals and objectives Governmental financing Data processing <p>ABILITY TO:</p> <ul style="list-style-type: none"> Analyze Project Plan Delegate Organize Control Motivate Summarize educational needs into dollar demands Relate effectively with others Speak and write effectively <p>SKILLS OF:</p> <ul style="list-style-type: none"> Calculator operations 	<p>2.01 Budget procedures were developed and clearly communicated to staff. The proposed budget was accepted by the Board of Education.</p> <p>2.02 Long term fiscal planning was conducted.</p>

RE ROUTINE DUTIES List of things to Accomplish in Major Job Function	BAND/ GRADE	# OF TIME D,W, M,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES Which you Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will you Know the Job is Done?
CONTRIBUTE TO MANAGEMENT TEAM 3.01 Attend Board meetings as a resource person. 3.02 Attend and participate in administrative council meetings. 3.03 Represent district by serving on various regional ECSU committees. Purchasing Insurance	D-7-1	M W Q		KNOWLEDGE OF: Applicable statutes Board policies and goals History and tradition of the District ABILITY TO: Summarize district needs into Board action items Conduct group processes and activities	3.01 Board meetings were attended. 3.02 Administrative council meetings were attended. 3.03 When appointed, the district was represented on various ECSU committees by the Director of Business Services.

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<p>PERFORM REQUIRED DISTRICT LEVEL FUNCTIONS AS ASSIGNED BY SUPERINTENDENT OR DESIGNEE</p> <p>4.01 As required</p>		M			<p>4.01 Assigned functions were completed within timelines established by Supervisor.</p>