

**BEMIDJI AREA SCHOOLS**  
POSITION JOB DESCRIPTION

ORIGINATION DATE \_\_\_\_\_  
LAST REVISION DATE \_\_\_\_\_  
BAND & GRADE E-9-2-23

POSITION TITLE Director of Business Services

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 service, 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	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
<b>NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS</b>					
<b>ADMINISTER BUSINESS SERVICES DIVISION</b>				<b>Knowledge of:</b>	
1.01 Direct districts' business services department.	E-9-2	D-40%		1. Applicable Statutes	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%		2. Business Principles	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%		3. Accounting Principles	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		4. History and Tradition of the District	1.04 Policy items were developed and updated as needed.
1.05 Formulate and update business division administrative procedures.	F-10-2	M		5. Organizational Theory	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		6. Decision Making Theory	1.06 Financial conditions status was monitored and information disseminated.
1.07 Compile annual levy information and provide Board with recommendation parameters for consideration and adoption.	F-10-3	A		7. District Polices	1.07 Levy was passed by the Board.
1.08 Determine cash flow projections and if necessary, determine amount of outside funding needed.	E-9-2	Q		8. Effective Supervision and Evaluation Practices	1.08 District's needs were adequately financed during negative cash flow periods.
1.09 Determine amount of excess funds on hands and make short-term investments for best yield.	E-9-2	W		<b>Ability to:</b>	1.09 Investments were made in a timely and efficient manner.
1.10 Review, evaluate and determine adequate insurance coverages for plant and personnel.	D-7-2	Q		1. Plan	1.10 All buildings and properties were adequately insured for replacement costs. Employees were insured against perils of employment, liabilities,
				2. Communicate	
				3. Delegate	
				4. Allocate	
				5. Organize	
				6. Control	
				7. Direct	
				8. Motivate	
				9. Build Consensus	
				10. Relate effectively with others	
				11. Conduct group processes and activities	

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1.11 Develop specifications, procedures, summaries, and recommendations for the competitive bidding process.	D-7-2	M		12. Mediate Differences	accidents and dishonesty. Group policies were kept up-to-date and bids were submitted where required.
1.12 Evaluate the performance of those supervised.	E-9-1	A		13. Speak and write effectively	1.11 Competitive bidding procedures were correct with the results presented to the Board for their determination.
1.13 Maintain knowledge and inform business office employees of current business procedures and theory and promote continuous improvement.	E-9-1	D		<b>Skills of:</b>	1.12 Annual performance evaluations of those employees supervised by the Director of Business Services were available for review at year end.
1.14 Conduct short and long range planning activities.	D-7-1	A		1. Calculator operation	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.
1.15 Conduct in-service activities for employees.	C-5-2	Q		2. Dictating equipment	1.14 Short and long range plans exist and were used to direct the department heads in the operation of their area of responsibility.
1.16 Allocate resources for optimum educational excellence.	E-9-2	D		3. Microcomputer	1.15 In-service activities were conducted for employees.
1.17 Sustain personal growth activities and development.	D-7-1	M			1.16 Human and material resources, funds and time were allocated effectively for improvement of the business services division.
1.18 Motivate and encourage employee growth and development.					1.17 Employee self-growth and development activities were conducted.
1.19 Delegate routine duties to other employees.					1.18 Employee growth and motivation was encouraged.
1.20 Assist with employment interviews and screening of non-licensed employee candidates.	D-7-2				1.19 Routine duties were delegated efficiently and effectively.
1.21 Compute, invoice and collect monthly tuition for students attending Gilfillan and NWJTC schools.	D-7-2				1.20 When requested, assistance was given with employee interviews.
1.22 Perform other job related duties as assigned.					1.21 Monthly statements for the NWJTC and Gilfillan were sent out on a timely basis.
1.23 Join and participate in various clubs and civic organizations for the purpose of public relations.					1.22 Other job related duties were performed as assigned.
					1.23 Membership was held in various civic organizations and community clubs.



