

**FORT BRAGG UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION –DIRECTOR, BUSINESS SERVICES**

DEFINITION- Under the direction of the Superintendent, and in accordance with the policies, rules and regulations established by the Board of Trustees, the Director of Business Services shall serve as the Chief Business Official and have general supervision of Business Services and other related services for the Fort Bragg unified School District.

SUPERVISION RECEIVED AND EXERCISED- General supervision is provided by the superintendent. Supervision is exercised over Business Services, Transportation and Food Services personnel.

EXAMPLES OF DUTIES – May include, but are not limited to, the following:

- Provide leadership in the development of educational policies and goals within the business related services domain;
- Review and evaluate the organizational structure of business services to ensure the goals of the district are being accomplished in an effective manner;
- Inform and advise the superintendent on all matters concerning the fiscal status of the district;
- Keep current with education laws and practices relating to finance;
- Attend meetings of the Board of Trustees and prepare appropriate reports as requested by the superintendent;
- Represent the school district at meetings related to the functions of the Director of Business Services as directed by the Superintendent, including representation to all JPA's for insurance, real properties and fiscal liabilities;
- Responsible for overall planning, preparation, monitoring and administering budget development and control systems, and providing and budgetary fiscal data as required to assisting department/site managers with budget matters and long range financial planning;
- Develop and supervise proper accounting procedures for all district funds including the General Fund, Building Fund, Cafeteria Fund, Deferred Maintenance Fund, and Special Accounts;
- Prepare and ensure that proper reports are compiled and submitted on time as required to state and county officials in order to conduct the financial and attendance affairs of the district;
- Responsible for the purchase, warehouse and inventory programs of supplies, materials and equipment as the District's purchasing agent;
- Responsible for the overall management and supervision of Transportation, Food Services, and Risk Management programs for the district;
- Responsible for the selection, assignment and evaluation of personnel under the Business Services Department;
- Responsible for the evaluation of all personnel assigned to the Business Services Department;

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- Serve the District's representative with respect to classified employer-employee bargaining matters;
- Assist with the maintenance and operations programs of the district, including energy programs;
- Responsible for managing the district's real and personal property;
- Coordinate matters which affect facilities and properties with other local and state agencies;
- Coordinate and manage all matters related to the external auditing of all fiscal aspects of programs and offices of the district and direct the districts internal audit;
- Consult and coordinate with architects and/or engineers and contractors regarding the district's building and facilities programs, and to monitor the fiscal aspects of the building program ;
- Coordinate enrollment and ADA projections for the district;
- Assist the superintendent in articulating the educational needs of the community;
- Participate in community organizations and events to advance the school-community relations; and
- Perform such other duties as assigned by the superintendent.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of and Ability to:

- Execute all policies concerning the planning, directing, controlling, supervising and evaluating of the business functions and operations of the district;
- Act as liaison for the district with the classified employee bargaining units;
- Monitor and Review existing and proposed laws and legislation relating to school finance;
- Communicate effectively including speaking , listening and writing;
- Reflect positive, collaborative leadership skills;
- Demonstrate proficient presentation skills.
- Multitask with constant interruptions.
- Operate computerized accounting programs, including QSS
- School Accounting Standards and the Standard Account Code Structure (SACS).

Experience and Education

Any combination equivalent to experience and required education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities could be:

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- Three years experience in business management, with at least two years supervisory experience, preferably in a school business environment.
- Bachelors degree from an accredited college or university with an emphasis in Business Management

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Sitting or standing for long periods of time; lifting light objects; hearing and speaking to exchange information; seeing to read variety of financial and statistical records and reports; dexterity of hands and fingers to operate a computer keyboard;
- Ability to lift, stoop, climb, push, pull, kneel, grasp, reach overhead, stand or walk for long periods of time, lift and/or carry 0-30 pounds to waist height, and perform physical tasks, with sufficient physical mobility and stamina to carry out assigned duties safely and effectively.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

- Moderate noise level;
- Constant interruptions
- Occasionally encounter outside weather conditions;

Special Requirements

- Twelve month year
- 261 contract days, including holidays and vacation days.

Adopted: September 9, 2004