

BUSINESS MANAGER

DEFINITION

Plans, organizes, assigns, directs, and oversees the activities of several major business divisions and participates in the planning and implementation of policies and programs of the District at the executive level.

TYPICAL DUTIES

Directs and reviews the administration of major business operations through managers and staff personnel engaged in:

- Preparation and control of budgets and expenditures
- Procurement of supplies, equipment, and services, purchasing, specification writing, and administration of contracts
- Receipt, inspection, storage, and disbursement of supplies and equipment
- Transportation of students and materiel and the maintenance of automotive and related equipment
- Provision of food services for students and employees
- Negotiation and administration of contracts for goods and services

Evaluates organizational structure, policies, and procedures and approves or recommends changes.

Represents the Business Services Division before the Board of Education and in interdivisional meetings and participates in the development of District plans for a wide variety of subjects.

Confers with representatives of private firms, other governmental agencies, other divisions, and the community in regard to matters affecting Division responsibilities.

Reviews and makes recommendations on legislation, labor agreements, and other matters affecting the business operations of the District.

Directs and reviews the establishment of records and the preparation of required reports in order to assure compliance with law, governmental regulations, and District policies and rules.

Directs and reviews personnel management functions, including staff development, employee evaluation and discipline, and liaison with centralized personnel selection and classification departments at the executive level.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Business Manager is the executive head of several major business divisions which includes Procurement, Transportation, Food Services, Risk Management, and Unemployment and Workers Compensation.

Senior Advisor to the Superintendent assists the Superintendent of Schools by overseeing the various operational activities and functions through assigned departments at the executive level.

SUPERVISION

The Business Manager receives administrative direction from the Chief Financial Officer and provides administrative direction to branch directors.

CLASS QUALIFICATIONS

Knowledge of:

- Best business practices of public organizations
- Principles and practices of organization, management, public administration, budget preparation and expenditure control
- Administrative principles and methods, including goal setting, programs, and budget development and implementation
- Modern management theory
- Theories, research techniques, and methodologies related to managing operations of a large, complex, urban organization in a culturally diverse community
- Collaborative problem solving methods
- School and District organization, operations, policies and objectives
- Principles of training, employee evaluation, collective bargaining and employee relations
- Principles of public relations
- Collective bargaining law, labor agreement negotiations and merit-system personnel
- Federal, state, and local legislation as it applies to all functional areas of responsibility

Ability to:

- Plan, organize and direct complex technical operations involving coordination of efforts of multiple specialized units
- Analyze and evaluate the effectiveness of plans, policies, programs, and organizations
- Analyze complex problems, identify solutions and implement plans to solve problems
- Produce results and quality work personally and through subordinates
- Represent the District before the public in a proactive and media-sensitive manner
- Resolve conflicts and promote cooperation
- Provide leadership to multiple, complex divisions
- Communicate effectively orally and in writing with persons at various levels of understanding
- Establish and maintain effective relationships with elected officials, District administrators and those of other public and private organizations, union officials and employees

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a major in business or public administration, school business administration, or a related field.

Experience:

Four years of business or operations experience at the executive or management level that included multiple business functions. Experience is required in a variety of the following areas: accounting; budgeting; contract administration; data processing; food services; personnel administration; procurement of materiel; transportation; and warehousing.

Experience in presenting reports in public meetings of a governing board, such as a board of education, commission, or board of directors is preferable.

Special:

A valid California Driver License and the availability of private transportation, or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

1. Business Manager is a Senior Management classification.
2. Exempt from FLSA.
3. An employee in this class is subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
02-13-20
RGK