

SCHOOL BUSINESS AND OPERATIONS MANAGER

DEFINITION

Supervises the business operations of one or more schools including functions such as budget, financial operations, food services, purchasing, classified personnel, safety, facilities management, and coordinates with centralized District organizational units responsible for these functions.

TYPICAL DUTIES

Plans, coordinates, and provides general supervision over non-instructional-related activities such as:

- School site budgetary development, monitoring, forecasting, and implementation
- Financial activities related to the school budget, payroll, and student body activities
- Food services functions
- Purchasing, inventory, and receiving functions and the distribution of supplies and materials
- Plant management and maintenance of buildings, grounds, and equipment
- Coordination of site usage by third parties or between competing school needs
- School safety plan, illness and injury prevention plan preparation, administration and reporting.

Reviews and inspects school facilities and business operations to determine the need for possible change and improvement.

Assists in the recruitment and selection process for classified staff.

Develops classified personnel policies and procedures with the school site and assures that personnel programs and transactions conform to District's collective bargaining agreements and Personnel Commission rules, policies, and related Education Code requirements.

Identifies, coordinates, and participates in professional development opportunities for classified schoolsite personnel.

Assists the principal in evaluating classified staff including training necessary to prepare the staff for evaluation.

Assists the principal in communicating with community, parent, and union representatives; employees; District administrators; and staff regarding business-related functions of the school.

Interprets laws, regulations, and District rules, policies, and communications.

Evaluates the business-related technological needs of the school and liaises with representatives of the District's Information Technology Division.

Develops short- and long-term plans for increasing efficiency through the use of technology and human resources.

Plans and coordinates school procurement needs in relation to materials and professional services.

Develops, implements, and updates internal procedures to ensure smooth and efficient delivery of services and compliance with laws, policies, and regulations.

Prepares reports related to the areas of responsibility assigned the position.

Presents written and oral reports to school staff concerning overall non-instructional program.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A School Business and Operations Manager has responsibility for non-instructional business related activities at one or more schools that may share a common facility. The incumbent provides supervision over functions such as budget, finance, facilities management, and food services.

A Fiscal Services Manager supervises and participates in budget preparation and modification, expenditure analysis, and budget adjustments for schools, administrative regions, programs, large branches, division, local districts, and the District.

A Senior Financial Manager is responsible for the financial functions in a comprehensive senior high school where work difficulty is increased by greater responsibility for the athletic, recreational, and social activities and by more elaborate graduation activities than take place in a middle school.

SUPERVISION

Administrative direction is received from a principal. General supervision is given to lower level supervisors and staff responsible for non-instructional functions at a school related to areas such as budget, financial activities, food services and facilities management. Functional supervision is exercised over school accounting policies and procedures by Budget Services and/or Accounting and Disbursements Division staff.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and practices of business and public administration as they relate to organization and management, budget preparation and control, cost accounting, fiscal and personnel management and public relations
- Administrative organization of a public school district
- District records, reports, and procedures relating to student attendance, employee time reporting, operation of the Instructional Material Account, and other school office functions.
- Knowledge of student body policies and procedures.
- Basic California Education code policies
- Basic concepts and applications of electronic data processing, accounting software, spreadsheets, and database software
- Principles of public relations and leadership

Ability to:

- Represent the School Principal regarding complex administrative and financial issues in meetings with District and school staff, union representatives from other agencies, and members of the community
- Estimate project requirements and organize resources to meet goals and deadlines
- Administer and lead heterogeneous activities and work through subordinate staff
- Analyze and evaluate the effectiveness of plans, policies, programs, and organizations
- Understand, interpret, and prepare reports, documents, and correspondence pertaining to complex school based issues and concerns
- Formulate and express ideas clearly and concisely in written reports
- Make effective oral presentations and conduct meetings
- Explain established policies, procedures, and goals and delegate their implementation
- Analyze cost figures and statistical data for the development of administrative controls, record systems, and financial forecasts
- Establish and maintain effective relations with outside contractors, District personnel, and representatives of public agencies, special interest groups, and the public
- Make decisions and consider options objectively
- Maintain composure and remain calm under stress

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably with a major in accounting, business or public administration. Coursework must include the successful completion of 12 semester units, or the equivalent quarter units, in college-level accounting. Courses in data processing are preferable.

Experience:

Three years of experience in positions with professional responsibility, above the entry level, involving activities such as administrative analysis, data system analysis, financial analysis, student body finance, and report writing. Two years of the required experience must have been in two of the following areas performed in a school district, educational institution, or educational support institution: finance, budget, accounting, contract administration, data processing, school site financial activities, environmental health and safety, personnel administration, food services, facilities management, and procurement of material.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Exempt from FLSA
2. Management class, exempt from bargaining units.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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