

SCHOOL BUSINESS ADMINISTRATOR

DEFINITION

Under general direction, plans, schedules, directs, and supervises the business operations of a comprehensive high school, including facilities, maintenance and grounds; provides advice, analysis and assistance to the Principal on the site budget; supervises and evaluates assigned personnel; and performs related work as required.

CLASS CHARACTERISTICS

This position is part of the administrative team and performs critical management functions at the site relating to business operations. Attendance at evening functions and travel to meetings in and out of the District are required. This position is exempt from overtime compensation.

EXAMPLES OF DUTIES

Coordinates the use of the facility and represents the Principal with parent groups, staff, and the public to resolve complaints. *E*

Sets priorities for maintenance and plant operations needs; confers with the School Plant Supervisor to handle emergency and daily maintenance needs such as broken windows, missing supplies, burnt-out lights, and graffiti; communicates with staff to solve facility issues. *E*

Plans, schedules, and coordinates with District and site personnel for long-range facility improvement projects. *E*

Reviews and inspects the school facility to ensure a high standard of cleanliness and safety; communicates orally and in writing with a variety of school and District personnel relative to the maintenance, care, and cleaning of school facilities. *E*

Assists the Principal with the development and analysis of the school budget; works closely with the School Business Assistant to monitor and answer questions regarding department and categorical budgets; makes recommendations regarding budgetary allocations and long-term plans; prepares complex reports and makes forecasts using District computer database and software programs. *E*

Communicates with the District business office to ensure compliance with procedures and follow-through of required forms; explains to site staff the rationale and appropriate steps regarding business procedure and solves problems. *E*

Supervises and evaluates a variety of classified staff; arranges for appropriate training and staff development; monitors the distribution and completion of classified staff evaluations. *E*

EXAMPLE OF DUTIES (cont.)

Coordinates school purchasing, inventory, and receiving functions; analyzes and solves the more complex problems in the efficient distribution, disposal, and accounting of supplies, textbooks, computers, materials, and equipment. *E*

Participates in the overall planning and implementation of school safety plans; serves on district-wide committees; works with disaster preparedness plans. *E*

Attends night activities and supervises games, dances, and other school-related activities. *E*

Performs a variety of related administrative functions to ensure the efficient and effective organization and operation of the site. *E*

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, methods, techniques, materials, and equipment used in facility management;
2. Personal computer and software programs used to produce spreadsheets and databases;
3. Budget development process in public agencies;
4. Techniques used in collaborative decision making and conflict resolution; and
5. Principles of supervision and training, organizing, and scheduling work.

Ability to:

1. Analyze problems, develop sound problem-solving models, and arrive at effective solutions to problems;
2. Formulate reports, organize and analyze data; evaluate information; provide conclusive findings and make recommendations;
3. Communicate effectively with a diverse group of people both orally and in writing;
4. Utilizes a comprehensive data management and fiscal computerized system;
5. Read, understand, and interpret laws, codes and regulations covering school district operations;
6. Exercise good judgment in the application of the provision of laws, policies, and regulations to a wide variety of situations, making appropriate decisions quickly in sometimes stressful situations;
7. Schedule work and utilize personnel effectively;
8. Supervise, evaluate, and train personnel;
9. Understand and carry out oral and written directions;
10. Establish and maintain effective relationships with those contacted in the course of work; and
11. Maintain work pace appropriate to given workload.

EDUCATION

Completion of major coursework leading to a degree in business, public, or school administration or related field. Possession of an MBA is desirable. Recent responsible administrative experience in a leadership capacity in facility management or business administration may be substituted for formal education.

EXPERIENCE

Progressively responsible experience in business administration or facility management; demonstrated leadership experience in leading groups, planning and implementing projects, selecting and evaluating personnel, and developing budgets; public agency experience is desired, but not required.

WORKING CONDITIONS

Environment:

Indoor and outdoor working environment; variable hours and evening work.

Physical Abilities:

Dexterity of hands and fingers to operate standard office equipment; seeing to assure the accuracy of financial records and documents; sitting or standing for extended periods of time; hearing and speaking to exchange information.