

JOB DESCRIPTION

POSITION TITLE:	Business Administrator
REPORTS TO:	Superintendent of Schools
SUPERVISES:	Assistant Director of Business/Purchasing Agent, Director of Plant Operations, Director of Food Services, Director of Transportation, Director of Computer Services
COORDINATES WITH:	Assistant Superintendents, Directors, Assistant Directors, Principals, and Assistant Principals
WORK YEAR:	12 months

The business administrator administers the business and financial affairs of the school district.

Principal Duties:

1. Formulates and administers policies and procedures for the management of the physical plant, including custodial care and maintenance, sanitation, safety, environment, security and energy conservation; ensures compliance with federal, state, and local regulations.
2. Coordinates school district budget process; coordinates preparation of final operational budget; assists with presentation of budgets; monitors and authorizes the expenditure of approved funds.
3. Prepares and recommends to the superintendent of schools long-range plans for the operational and capital requirements of the district.
4. Formulates policies and procedures for purchasing activities; directs preparation of specifications and invitations for bid; oversees purchasing, inventorying, and distribution of supplies, materials, and equipment.
5. Oversees payroll, accounting, and business operations activities.
6. Prepares internal and external financial reports.
7. Approves recommendations for the hiring, dismissal, transfer, and promotion of clerical, custodial/maintenance, cafeteria personnel, and food service personnel and determines salaries consistent with collective bargaining agreements; hires the systemwide Custodian/Messenger, and supervises, evaluates, directs training of, and recommends for hire to the Superintendent, the Assistant Director of Business/Purchasing Agent; Director of Plant Operations; Director of Food Services; Director of Transportation; and Director of Computer Services.
8. Oversees the operation of the school cafeterias, including the receipt and disbursement of funds.

9. Recommends procedures, regulations, and fee schedules for the non-instructional use of school facilities; arranges rentals by external individuals and groups; schedules use of school facilities for activities not directly administered by principals during school hours.
10. Serves as liaison to the Aldermanic Finance Committee.
11. Serves as school district liaison to City Hall, especially to the MIS, Finance and Accounting, and Purchasing Departments.
12. Oversees the operation of the Transportation Department.
13. Oversees all State and Federal Government reporting.
14. Oversees and maximizes State, Local, and Federal aid to the school district.
15. Performs such other duties as may be assigned by the Superintendent of Schools.

Subsidiary Activities:

1. Serves as resource person for purposes of collective bargaining.
2. Approves all professional, personal, and vacation leave days for supervised personnel, and all clerical, janitorial/maintenance and cafeteria personnel.

Combination Tasks:

Coordinates with the Aldermanic Finance Committee, Joint Special School Building Committee, municipal departments, State Department of Education, and state and federal agencies and organizations on fiscal and business matters.

Minimum Requirements:

Meet New Hampshire certification requirements for Business Administrator. Masters degree in Business Administration, School Administration, or allied field. Eight years prior experience in similar or related position that demonstrates knowledge of budgetary process, purchasing and inventorying procedures, labor negotiations, school law, and financial reporting. Capabilities in oral and written communications.

R 09/10/91
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