

Dayton Public Schools

School Business Manager (1082)

JOB POSTING

Job Details

<i>Title</i>	School Business Manager
<i>Posting ID</i>	1082
<i>Description</i>	Position: School Business Manager Department: Administration Building/Facility: Central Office Reports To: Board of Education Employment Status: Regular/Full-Time FLSA Status: Exempt Salary Schedule / Grade: Refer to the salary schedule

General Description

Serve as the District's chief business officer; direct and manage the business affairs of the District in a manner as to provide the best possible educational service within the financial resources available.

Core Duties and Responsibilities

1. Coordinates administrative activities of Transportation, Nutrition Services, and Procurement.
2. Assembles prioritizes and manages assignments and information for the Board of Education.
3. Assists with developing and monitoring assigned departmental budgets.
4. Reviews and approves expenditures for assigned departments.
5. Maintains financial computer records; institutes and administers internal controls.
6. Develops and submits various financial and compliance reports.
7. Recommends asset growth opportunities.
8. Supervises and directs noneducational staff in assigned departments.
9. Works with Human Resources to hire, train, assign and evaluate assigned department staff.
10. Knowledge of various policy analyses, fiscal practices, and funding sources that are necessary to operate under budget parameters of assigned departments.
11. In cooperation with the treasurer, identifies and resolves budgetary and operational issues within budget constraints.
12. Recommends procedures and development of systems to ensure operational effectiveness and efficiency with assigned departments.
13. Prepares and presents complex technical reports.
14. Oversees the student transportation program in cooperation with the Superintendent.
15. Develops a business plan for Welcome Stadium.
16. Monitors the minority contract attainment goals.
17. Assists with the preparation of the annual budget for assigned departments.
18. Oversees procurement and RFP's.
19. Manages the district fleet and liability insurance program.
20. Prepares all bidding documents, including notice to bidders, instruction to bidders, specifications and form of proposal.
21. Promotes staff and community public relations that relates directly with assigned departments.
22. Observes and monitor staff member progress.
23. Attends Board meetings; prepare and present reports to the Board.
24. Makes contacts with the public with tact and diplomacy.
25. Interacts in positive manner with staff, students, and parents.
26. Maintains respect at all times for confidential information (e.g., Board of Education executive session discussions, personnel information, negotiation information).
27. Attends required meetings and in-services.
28. Supervises noneducational staff in Transportation, Nutrition Services, and Procurement departments.

29. Develops and implements training programs to expand the capacity of staff.
30. Works with the Superintendent and treasurer to make recommendations to the Board regarding the reassignment of authority and duties in this Business Manager job description.

Other Duties and Responsibilities

1. Prepares reports at both the state and federal levels.
2. Evaluates noneducational staff members in the Transportation, Nutrition Services, and Procurement departments.
3. Cooperates with the Superintendent and Treasurer in the development and implementation of administrative and Board Policies.
4. Attends meetings and conferences designed to enhance professional qualifications.
5. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
6. Instills in students belief in and practice of ethical principles and democratic values.
7. Performs other duties as assigned.

Minimum Qualifications

- Bachelor's Degree in Business or Finance equivalency; and
- Five years of experience in school budgeting, operations, accounting, office management, school administration, or a related field. Three of the five years must have been in a supervisory capacity of fiscal or administrative staff; and
- Three years of experience working in administration in an intercity district.
- A Master's degree in Leadership, Education, Public, or Business Administration may be substituted for one year of the above-required experience.
- A Ph.D. in Leadership, Education, Public, or Business Administration may be substituted for two years of the above-required experience.
- A Superintendent License may substitute for two years of the required experience.

Degree must be from a college or university that is accredited by the U.S. Department of Education through the North Central Association of Colleges and Universities or equivalent region.

License Requirements

1. Must possess a valid driver's license at the time of appointment and maintain thereafter as a term and condition of continued employment.
2. Must possess an appropriate state of Ohio certification/license, including a School Business Manager License. The Board may permit an individual who does not possess a valid School Business Manager's license to serve as District School Business manager as long as the individual meets all qualifications for licensure and has applied for issuance or renewal of his/her license but has not yet received the State Board of Education's decision.

Required Knowledge, Skills, and Abilities

1. Ability to work effectively with others.
2. Strong written and verbal communication skills; a persuasive and passionate communicator with excellent public speaking skills.
3. Excellent people with skills with an ability to partner with and support a dynamic team.
4. Flexible and able to multi-task; can work within an ambiguous, fast-moving environment while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities and guiding interest in people and systems.
5. Ability to communicate ideas and directives clearly and effectively both orally and in writing.
6. Effective, active listening skills.
7. Organizational and problem-solving skills.
8. Ability to work well with staff and community.
9. Strong leadership skills.
10. Working knowledge of computers, building systems/materials, etc.
11. Knowledge of building construction and bidding procedures.

12. Knowledge of best practices regarding culture, inclusion, and ethics.

Equipment Operated

1. Telephone
2. Computer/printer
3. Copy machine
4. Calculator

Additional Working Conditions

1. Occasional travel
2. Evening, weekend, and summer work
3. Requirement to lift, carry, push and pull various items
4. Occasional exposure to blood, bodily fluids, and tissue
5. Regular requirements to sit, stand, walk, talk, hear, see, read, reach, stretch with hands and arms, crouch, climb, kneel and stoop
6. Occasional interaction among unruly children
7. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

Mission Statement: To equip our students to achieve success in a global society by implementing an effective and rigorous curriculum with fidelity.

The Dayton Public School District provides equal educational and employment opportunities for all people without regard to race, gender, ethnicity, color, age, disability, religion, national origin, creed, sexual orientation, or affiliation with a union or professional organization.

Shift Type

Full-Time

Salary Range

Bi-Weekly

Location

ADMINISTRATION BUILDING I

Applications Accepted

Start Date

07/25/2022