

HILLSIDE PUBLIC SCHOOLS

JOB DESCRIPTION

- TITLE:** Business Administrator/Board Secretary
- LOCATION:** Administration Building
- QUALIFICATIONS:**
1. Valid NJ School Business Administrator certificate
 2. Master's degree in education, business management or accounting
 3. Minimum of three years experience in the field of Business Administration or district fiscal operations
- REPORTS TO:** Superintendent of Schools/Board of Education
- SUPERVISES:** Personnel in the Business Office, Payroll Department, Buildings and Grounds, Security, Food Services, and Transportation.
- JOB GOAL:** Responsible for the financial and business transactions of the district to ensure the fiscal capability to support the best possible educational services as provided by States statute and district initiatives.

PERFORMANCE RESPONSIBILITIES:

BUDGETING AND FINANCIAL PLANNING

1. Serves as the Chief Fiscal Officer for Hillside Public Schools for the development and maintenance of fiscal control procedures.
2. Prepares reports as requested by the Board of Education and the State.
3. Confers weekly with the Superintendent regarding fiscal control matters.
4. Supervises the development of monthly and annual financial reports and other reports, as required by the Superintendent.
5. Consults with the Superintendent and other administrative personnel on questions relating to the district's business affairs and concerns.
6. Works with the Superintendent to the plan and develop the annual budget for the Hillside Public Schools.
7. Coordinates the preparation of the budget and assists administrators in the review of the budget.
8. Recommends to the Board Finance Committee adequate budgetary allocations and expenditures to maintain a thorough and efficient educational program.
9. Arrange and distributes of annual school budget as approved by the Superintendent and the Board.

10. Coordinates the presentation of, justification for, and preparation of additional analyses required to understand the budget proposal for action by the Board.
11. Executes the enacted budget, including the recommendation of administrative controls where required.
12. Prepares and explains long range fiscal planning for the Hillside Public Schools in consultation with the Superintendent and the Board of Education.
13. Prepares analyses of program costs and methods of financing, including long-range projections of fiscal responsibility and capability.
14. Interprets the financial needs of the school system and the impact upon the community by providing appropriate financial data with analyses through public presentations.
15. Meets with the community to explain the annual school budget and long-term financial planning for the district.
16. Oversees the preparation of balance sheets for principals on a monthly basis.
17. Maintains the operations and annual schedule for insurance programs.
18. Carries out the district auditors' recommendation on the annual CAFR.
19. Collaborates with grant developer(s) to develop the financial component of the district's grants.

PURCHASING AND SUPPLY MANAGEMENT

1. Serves as the official purchasing agent and is responsible for all purchasing in accordance with the law and Board Policy.
2. Inspects all materials and supplies furnished under contract and rejects any materials or supplies that do not conform to the specifications of the contract.
3. Prepares specifications for all educational materials in order to obtain quotations and bids.
4. Prepares all advertisements for bids and letting of contracts.

ACCOUNTING AND REPORTING

1. Reviews purchase orders to ascertain available school/department balances.
2. Directs the district's general business procedures for payroll and purchasing.
3. Monitors the accounting system to provide the Board and the Superintendent with accurate financial reports in all areas except those delegated by statute to the Secretary of the Board.
4. Provides the Superintendent with a monthly balance sheet.

OPERATIONS AND MAINTENANCE OF PLANT

1. Maintains an up-to-date inventory of school property.
2. Works with building administrators to supervise and monitor the maintenance schedule.
3. Recommends repairs, alterations or new addition to the facilities, grounds.
4. Develops appropriate timelines for immediate and ongoing projects.

5. Conducts periodic visitations to project sites and district facilities.
6. Oversees the State monitoring guide for facilities.
7. Prepares specifications for supplies and services.
8. Supervises the rental and use of all school facilities outside of regular school hours pursuant to the Board Policy (cf. 1330-Use of School Facilities)
9. Secures and maintains legal documents on file regarding the surveys and evaluations of the district's real estate property.
10. Directs and monitors the activities of the Assistant Business Administrator.
11. Prepares all reports for the business office with input from the Assistant Business Administrator.
12. Meets with appropriate vendor representatives, as required for bidding purposes.
13. Confers with the Assistant Business Administrator and business office staff regarding purchases.
14. Solicits partnerships with businesses and pursues grants to support district initiatives.
15. Collaborates with the auditors for the State mandated annual audit.

PLANT PLANNING AND CONSTRUCTION

1. Ensures safety and environmental issues by overseeing and directing the total operations of the district's buildings and grounds program.
2. Recommends repair and courses of action, after research and consultations, to the board buildings and grounds committee.
3. Consults with administrators, architects, attorneys, financial advisors and relevant engineers in order to recommend the short and long-term planning for construction, contracting and financing obligations.
4. Recommends alternative organizational patterns.
5. Inspects facilities for regular and emergency maintenance.
6. Consults with building and district administrators regarding specific facility needs.
7. Reviews "Change Orders" and makes a recommendation to the board.
8. Reviews the "Punch List" in order to determine progress of projects.
9. Develops a schedule from initiation to completion of projects.
10. Conducts a final walk through after completion of projects.
11. Communicates with building administrators and community regarding progress of projects.

PERSONNEL MANAGEMENT

1. Serves as or assigns staff as informational source for the district's benefits programs, including health and dental insurance plans, prescription plan, pension payments, tax shelters, disability insurance, retirement planning, leaves and changing conditions of the employee benefit plans.

2. Monitors documentation for district's liability insurance, state's health benefits and violence/vandalism reports.
3. Monitors and recommends changes for the following personnel:
 - Assistant Business Administrator/Board Secretary
 - Administrative Assistant for Business
 - Maintenance staff
 - Business office staff
 - Custodial staff
4. Recommends new district operational regulations or changes in regulations pertaining to the business office, buildings and grounds and custodial services.
5. Plans for ongoing in-service training programs of the business office, buildings and grounds and custodial services.
6. Assigns and oversees staff schedules for extended day, extended week and/or extended year assignments.
7. Investigates all situations regarding district security, incidents and personal injury.
8. Supervises appropriate personnel to monitor emergency facility and security situations.
9. Supervises and monitors the completion of activities by the Assistant Business Administrator.
10. Confers with the Manager of Human Resources and labor relations committee to determine staffing needs and financial impact.
11. Prepares data for the negotiation processes with district's professional associations.
12. Apprises the Superintendent and the board of education of salary and benefits projections.
13. Provides fiscal information at the negotiation session.
14. Develops salary guides for negotiation and implements guides at the completion of negotiation process.

INSURANCE

1. Monitors the district's benefits package and recommends actions with the changing market.
2. Investigates all claims.
3. Processes internal and external claims.
4. Researches and evaluates insurance programs for students, staff and district.
5. Confers with legal community to determine the district's liability and resolutions.

CONTRACTED SERVICES

1. Monitors the services and payments to contracted vendors.
2. Oversees the contracted food services to ensure healthy food preparation, operational efficiency and cost effectiveness.
3. Oversees the contract transportation program to ensure safety, schedule efficiency and cost effectiveness.

4. Oversees the services and payments of contracted vendors who work with technology, programming and other needs in the district.
5. Recommends employment/dismissal of contracted vendors with due cause, to the board finance committee.
6. Performs the duties of Board Secretary as designated by the state codes and mandates.
7. Performs such other duties related to the operation of the business office as assigned by the superintendent, including functions of any higher, equal or lower level positions.
8. Records and review interlocal/Shared Service agreements

TERMS OF EMPLOYMENT:

Twelve-month year. Salary and work year established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Date:

Revised by: