

SCHOOL BUSINESS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is an important position involving considerable independent responsibility for accurate and efficient management of school district operating and financial affairs. It is a full-time position, the duties of which are performed under general direction of the District Superintendent (when employed at Ulster County BOCES) or under the general direction of the Board of Education and the administrative head of the district. Supervision may be exercised over clerical assistants and heads of operating departments. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Prepares financial and statistical reports for Board of Education, District Superintendent, Superintendent of Schools or Supervising Principal, and state authorities;

Keeps records of receipts and expenditures and bonded indebtedness;

Interviews prospective employees;

Prepares tentative school budget, payrolls, purchase orders, and other business reports;

Makes periodic inspections of maintenance and custodial activities to see they are performed according to regulations;

May act as Clerk to Board of Education;

Conducts correspondence on matters where general policy has been determined;

May act as Purchasing Agent for school system.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern business administration procedures and equipment, of public personnel practices, and of budgetary procedures; good knowledge of accounting methods; ability to readily acquire familiarity with the laws, policies, regulations, practices, functions, and personnel of the school district; ingenuity and resourcefulness in handling administrative problems; ability to plan and supervise the work of others; tact and courtesy; good judgment; ability to present written and oral comments and opinions clearly and concisely; thoroughness and dependability.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of satisfactory responsible experience in business administration or accounting for a large institution, large organization, or a school district;
PLUS EITHER:

A. Four (4) years of satisfactory business administration experience or satisfactory

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experience in the compilation and maintenance of financial accounts and records; **OR**

- B. Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Business Education, School or Public Administration; **OR**
- C. Graduation from an accredited college or university with a Bachelor's Degree with specialization in subjects other than those listed in B above, plus two (2) more years of satisfactory experience in responsible business administration or in the compilation and maintenance of financial accounts and records; **OR**
- D. An equivalent combination of training and experience as indicate in A, B & C above.

Note: Graduate training in accounting, or business, education, school or public administration may be substituted for the required experience, one year of such full-time training being the equivalent of one year of experience.

ULSTER COUNTY
5690 SCH BUS MG
Classification: Competitive
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Revised: December 22, 1993
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