



JOB DESCRIPTION - ADMINISTRATIVE

Position/Title: Business Manager

Reports to: Superintendent

Qualifications

1. Master's degree in accounting, business or administration
2. Experience as an accountant, comptroller or similar position
3. Illinois chief school business official certificate
4. Strong leadership, organizational and interpersonal skills
5. Knowledge of government accounting and financial standards
6. Demonstrated ability to manage personnel and budget

General Responsibilities: The Business Manager reports directly to the Superintendent of Schools. The person in this position serves as the Chief Fiscal Officer of the district and works with administrators at all levels in developing, implementing, coordinating, and evaluating the district program of fiscal and property management. The Business Manager is responsible for ensuring that the business operation of the district is administered in accordance with established Board of Education policies and regulations. This person shall recommend to the Superintendent changes in policy that support effective and efficient educational programs.

Duties:

1. Ensures that the fiscal resources are efficiently allocated to support the educational program.
2. Prepares and maintains financial records for the district as required.
3. Maintains compliance with Government Accounting Standards Board pronouncements as required by law.
4. Develops and implements a planned program for maintaining, updating, and insuring district property and equipment.
5. Assists the Workmen's Compensation carrier for the district in reducing lost labor time via accidents on the job. Maintains and reviews procedures and practices to ensure that losses and claims are kept to a minimum.
6. Manages Student Accident Insurance program.
7. Coordinates and oversees the operation of the district business office, food service, and transportation staffs.
8. Administration and design of all employee benefit programs.

Administrative Job Description

Business Manager

Page two

9. Coordinates student support services such as transportation, food service, bookstore, copier service and registration.
10. Coordinates with Facilities Director and district architect regarding facility projects planning, design and budgeting.
11. Coordinates with the Superintendent the dissemination of financial information to the community.
12. Stays professionally current in the field of supervision and administration.
13. Other duties as assigned.

Terms of employment: 260days (twelve months)

Evaluation: By the Superintendent

July 27, 2011



JOB DESCRIPTION - EXEMPT

Position/Title: Director of Facilities

Reports to: Superintendent

Qualifications:

1. Experience in the areas of planning and maintaining physical facilities.
2. Knowledge of the basic principles of budgeting, construction, maintenance, heating, air conditioning, custodial services and security.
3. Demonstrates aptitude for the successful performance of the tasks listed
4. Able to move and lift objects at least fifty pounds
5. Valid driver's license

General Responsibilities: Responsible for the overall maintenance and upkeep of district facilities. Supervises custodial staff.

Duties:

1. Directs major maintenance and repairs of all school property.
2. Assists in making staffing recommendations to the Superintendent.
 - a. Recommends number of staff needed to properly care for all buildings.
 - b. Makes recommendations to promote, dismiss or demote employees when necessary.
3. Supervises and instructs personnel in the safe, proper and efficient use of all equipment.
4. Assists the building principals in setting up work schedules of custodians.
 - a. Provides for substitutes when needed.
 - b. Works with building head custodians to staff summer help when needed.
5. Supervises all custodians in the proper use of materials and chemicals.
6. Maintains an effective telephone communication system.
7. Assists and works with Director of Technology to support technology program through proper wiring and electricity support.
8. Develops and maintains an energy management program.
9. Develops and maintains a preventative maintenance program.
 - a. Schedules preventative maintenance so as not to interfere with the educational program.
 - b. Develops maintenance schedules for heating, air conditioning, pneumatic controls, filters, etc.
10. Maintains a standardized program of housecleaning throughout the schools.

EXCEMPT Job Description

Director of Facilities

Page two

- a. Schedules major cleaning projects such as stripping floors, wall washing, carpet shampooing.
- b. Maintains a summer cleaning schedule for the school buildings.
11. Assists Business Manager in developing budget.
 - a. Meets annually with principals to go over areas of improvement within buildings.
 - b. Reports to Business Manager on the condition of buildings, grounds and fixed equipment.
 - c. Makes recommendations for changes or improvements of heating, air conditioning and buildings.
 - d. Assists head custodians to operate within budget.
12. Direct liaison with District Architect on all building projects.
 - a. Assists in preparation of specifications and bids for all buildings projects.
 - b. Supervises the preparation and execution of all plans for alterations of properties.
 - c. Provides supervision of projects and outside contractors.
13. Coordinates inspections of school buildings with local fire department and maintains buildings within fire code.
14. Coordinates inspections of school building with Regional Office of Education and updates physical buildings as required.
15. Maintains compliance with local, State and Federal safety and health requirements.
16. Maintains a proper security access program to all District buildings.
17. Maintains blueprints, working drawings, parts manuals, schematics, floor plans, warranties, and other related documents and materials in an organized manner.
18. Develops grounds schedules for snow removal, grass cutting, paving, etc.
19. Arranges for after-school hours emergency procedures.
20. Complies with all District policies, regulations and procedures as established by the Board of Education.
21. Other duties as assigned.

Terms of employment: 260days (twelve months)

Evaluation: By the Superintendent