## **BEMIDJI AREA SCHOOLS**

POSITION JOB DESCRIPTION

ORIGINATION DATE	
LAST REVISION DATE	
BAND & GRADE	E-9-2-23

POSITION TITLE <u>Director of Business Services</u>	BAND & GRADE <u>E-9-2-23</u>
IMMEDIATE SUPERVISOR <u>Superintendent</u>	
SUPERVISOR EMPLOYEE	Job Summary (Basic Purpose of Position)

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

The Director of Business Services provides professional leadership, direction and accountability for the Business Services Division. The Division includes direct business related functions as well as food service, transportation, and plant operation and maintenance.

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				NECESSARY SKILLS,	
		% OF		KNOWLEDGE, ABILITIES	
REGULAR ROUTINE DUTIES	BAND/	TIME		What You Have to Know to	PERFORMANCE STANDARDS
List of Things to Accomplish in Major Job Function	GRADE	D, W	WC	Accomplish Duty of Function	How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
ADMINISTER BUSINESS SERVICES DIVISION				Knowledge of:	1.01 Business affairs were conducted
1.01 Direct districts' business services department.	E-9-2	D-40%		<ol> <li>Applicable Statutes</li> </ol>	efficiently and timely with a high
1.02 Supervise food services, plant operation,	E-9-2	D-20%		2. Business Principles	percent of accuracy.
maintenance, transportation departments, and				3. Accounting Principles	1.02 Weekly meetings were held with
safety and security coordinator.				4. History and Tradition of	department heads to discuss events,
1.03 Serve as District treasurer.	C-5-2	D-2%		the District	problems and plans.
1.04 Formulate and update business division policy	E-9-2	Q		5. Organizational Theory	1.03 Treasurer's duties were completed in
items for Board consideration and approval.				6. Decision Making Theory	accordance with the law and Board
1.05 Formulate and update business division	F-10-2	М		7. District Polices	policy.
administrative procedures.				8. Effective Supervision and	1.04 Policy items were developed and
1.06 Determine, monitor and maintain district's	E-9-1	W		Evaluation Practices	updated as needed.
financial condition status and disseminate					1.05 Administrative procedures were
information as needed.				Ability to:	developed and updated as needed.
1.07 Compile annual levy information and provide	F-10-3	Α		1. Plan	1.06 Financial conditions status was
Board with recommendation parameters for				2. Communicate	monitored and information
consideration and adoption.				3. Delegate	disseminated.
1.08 Determine cash flow projections and if	E-9-2	Q		4. Allocate	1.07 Levy was passed by the Board.
necessary, determine amount of outside				5. Organize	1.08 District's needs were adequately
funding needed.				6. Control	financed during negative cash flow
1.09 Determine amount of excess funds on hands	E-9-2	W		7. Direct	periods.
and make short-term investments for best				8. Motivate	1.09 Investments were made in a timely and
yield.				9. Build Consensus	efficient manner.
1.10 Review, evaluate and determine adequate	D-7-2	Q		10. Relate effectively with	1.10 All buildings and properties were
insurance coverages for plant and personnel.				others	adequately insured for replacement
				11. Conduct group processes	costs. Employees were insured against
				and activities	perils of employment, liabilities,

POSITION TITLE <u>Director of Business Services</u> Page _2 of _4 Pages						
REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING  1.11 Develop specifications, procedures, summaries, and recommendations for the competitive bidding process.	BAND/ GRADE G OF ROUTIN	% OF TIME D, W NE DUTIES,	WC SKILLS	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function AND PERFORMANCE STANDARDS  12. Mediate Differences 13. Speak and write effectively	PERFORMANCE STANDARDS How Will You Know the Job is Done?  accidents and dishonesty. Group policies were kept up-to-date and bids were submitted where required.	
<ol> <li>1.12 Evaluate the performance of those supervised.</li> <li>1.13 Maintain knowledge and inform business office employees of current business procedures and theory and promote continuous improvement.</li> <li>1.14 Conduct short and long range planning activities.</li> <li>1.15 Conduct in-service activities for employees.</li> <li>1.16 Allocate resources for optimum educational excellence.</li> <li>1.17 Sustain personal growth activities and development.</li> <li>1.18 Motivate and encourage employee growth and development.</li> <li>1.19 Delegate routine duties to other employees.</li> <li>1.20 Assist with employment interviews and screening of non-licensed employee candidates.</li> <li>1.21 Compute, invoice and collect monthly tuition for students attending Gilfillan and NWJTC schools.</li> <li>1.22 Perform other job related duties as assigned.</li> <li>1.23 Join and participate in various clubs and civic organizations for the purpose of public relations.</li> </ol>	E-9-1 E-9-1 D-7-1 C-5-2 E-9-2 D-7-1 D-7-2	A D A Q D M		Skills of:  1. Calculator operation 2. Dictating equipment 3. Microcomputer	<ol> <li>1.11 Competitive bidding procedures were correct with the results presented to the Board for their determination.</li> <li>1.12 Annual performance evaluations of those employees supervised by the Director of Business Services were available for review at year end.</li> <li>1.13 Business office employees were kept up-to-date on the latest related business procedures and techniques and the same were used when in the best interest of the district.</li> <li>1.14 Short and long range plans exist and were used to direct the department heads in the operation of their area of responsibility.</li> <li>1.15 In-service activities were conducted for employees.</li> <li>1.16 Human and material resources, funds and time were allocated effectively for improvement of the business services division.</li> <li>1.17 Employee self-growth and development activities were conducted.</li> <li>1.18 Employee growth and motivation was encouraged.</li> <li>1.19 Routine duties were delegated efficiently and effectively.</li> <li>1.20 When requested, assistance was given with employee interviews.</li> <li>1.21 Monthly statements for the NWJTC and Gilfillan were sent out on a timely basis.</li> <li>1.22 Other job related duties were performed as assigned.</li> <li>1.23 Membership was held in various civic organizations and community clubs.</li> </ol>	

POSITION TITLEDirector of Business Services Page _3 of _4 Pages							
REGULAR ROUTINE DUTIES	SS Selvice	% OF	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know				
List of Things to Accomplish in Major Job	BAND/	TIME	to Accomplish Duty of PERFORMANCE STANDARDS				
Function	GRADE		WC Function How Will You Know the Job is Done?				
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING							
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DEVELOP, COORDINATE AND ADMINISTER ANNUAL FISCAL BUDGET  2.01 Develop annual budget in concert with the district's goals and objectives. Compute annual revenue estimates. Determine resource allocation to various units. Compile and compute expenditures. Formulate summary reports. Monitor for compliance.  2.02 Conduct long term fiscal planning.	F-10-2	A-10%	Knowledge of:  1. Accounting principles 2. Budgeting principles 3. Applicable statutes 4. District's goals and objectives 5. Governmental financing 6. Data processing  Ability to: 1. Analyze 2. Project 3. Plan 4. Delegate 5. Organize 6. Control 7. Motivate 8. Summarize educational needs into dollar demands 9. Relate effectively with others 10. Speak and write effectively  Skills of: 1. Calculator operations				
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POSITION TITLEDirector of Business Services Page _4 of _4 Pages						
REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING  CONTRIBUTE TO MANAGEMENT TEAM 3.01 Attend Board meetings as a resource person. 3.02 Attend and participate in administrative council meetings. 3.03 Represent district by serving on various regional ECSU committees.  Purchasing Insurance  PERORM REQUIRED DISTRICT LEVEL FUNCIONS AS ASSIGNED BY SUPERINTENDENT OR DESIGNEE	BAND/ GRADE	% OF TIME D, W NE DUTIES,  M W	Knowledge of: 1. Applicable statues 2. Board policies and goals 3. History and tradition of the District  Ability to: 1. Summarize district needs into Board action items 2. Conduct group processes and activities  4.01 Assigned functions were attended. 3.02 Administrative council meetings were attended. 3.03 When appointed, the district was represented on various ECSU committees by the Director of Busine Services.  4.01 Assigned functions were completed within timelines established by			
Purchasing Insurance  PERORM REQUIRED DISTRICT LEVEL FUNCIONS AS ASSIGNED BY SUPERINTENDENT		М	Ability to: 1. Summarize district needs into Board action items 2. Conduct group processes and activities 4.01 Assigned functions were completed			