Northfield
Public Schools I.S.D. 659 MINNESOTA

POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS

September 2007

SECTION I: GENERAL INFORMATION

Position Title: Director of Business Affairs	**Department:** Operational Services
Immediate Supervisor's Position Title: Superintendent of Schools	**FLSA Status:** Exempt
Band/Grade/Subgrade:	**Bargaining Unit:** Non-represented

Job Summary:
Under the direction of the Superintendent, the Director of Business Affairs is responsible for managing and overseeing a diversity of district wide administrative functional programs, activities and personnel in the areas facilities management, food service, transportation services, personnel administration, accounting/finance, and business services. The Director of Business Affairs plans, administers and oversees department personnel and programs directly or through designated supervisory personnel.

SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	**Statement of duty/responsibility:** Manages, supervises and directs the personnel of Operational Services directly or through designated supervisors/managers.
Percent of Time:	20	

Tasks involved in fulfilling above duty/responsibility:

- Oversees the selection, hiring, discipline, transfer or discharge of departmental staff.
- Coordinates and oversees the orientation, personal development and training of department staff.
- Monitors the performance of departmental staff and directly evaluates the performance of all direct reports.
- Monitors the accomplishment of departmental programs, projects and goals.
- Examines, controls and/or reorganizes departmental responsibilities, operational procedures, methods and policies to better accomplish department/district goals and procedures.

Duty/Responsibility No:	2	**Statement of duty/responsibility:**

Percent of Time:	17	Plans and forecasts the long range fiscal requirements/projections for revenues and expenditures. Develops and oversees the budget process the preparation of the preliminary and final budgets for the district based upon departmental requests, plans, board guidelines and superintendent directives.

Tasks involved in fulfilling above duty/responsibility:

- Develop enrollment projection for financial planning.
- Advise Superintendent and School Board in financial planning matters.
- Coordinate citizen financial advisory committee.
- Coordinate budget development processes.
- Plan and develop property tax levy.

Duty/Responsibility No:	3	**Statement of duty/responsibility:** Establishes, administers and oversees all accounting, cash management, audit and financial reporting requirements and procedures within the District.
Percent of Time:	20	

Tasks involved in fulfilling above duty/responsibility:

- Oversees district cash flow analysis and investment decisions.
- Coordinates the district's annual audit activities and functions. Manages the implementation of audit recommendations and findings.
- Plans and implements fiscal and accounting controls, procedures and policies.
- Administers the annual tax levy certification process by determining specific levy amounts per statutory requirements.
- Conducts annual "truth-in-taxation" hearings.

Duty/Responsibility No:	4	**Statement of duty/responsibility:** Assist the Director of Personnel by providing financial and negotiation data to support the human resource functions within the district.
Percent of Time:	13	

Tasks involved in fulfilling above duty/responsibility:

- Collaborates with district administration, board members, and legal staff in planning for, negotiating and administering the provisions of collective bargaining agreements.
- Supports the financial calculation of the compensation, benefit and classification programs of the district.
- Advises district administrators and board members concerning the financial aspects of human resource and employee relation issues.

Duty/Responsibility No:	5	**Statement of duty/responsibility:** Plans, negotiates and administers agreements with outside parties or involving district wide services including transportation services, technology, property insurance, liability insurance, employee benefit insurances, or the major contracts.
Percent of Time:	12	

Tasks involved in fulfilling above duty/responsibility:

- Oversees the preparation of bid specifications, the evaluation and awarding of projects/agreements.
- Administers the leasing and school owned properties and the administration of property records.

Duty/Responsibility No:	6	**Statement of duty/responsibility:**

Percent of Time:	18	Advises the Superintendent, Board members and district administrators concerning matters pertaining to business operations, personnel, or district wide services.

Tasks involved in fulfilling above duty/responsibility:

- Develops financial analyses concerning district plans, projects or goals.
- Makes recommendations concerning district wide initiatives, policies and procedures that impact the financial, staffing or operational characteristics of the district.

Duty/Responsibility No:	7	**Statement of duty/responsibility:** Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:		

Tasks involved in fulfilling above duty/responsibility:

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				**DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)**
	less than high school diploma			Bachelor's degree.
	High school diploma or GED.			**Major field of study or degree emphasis:** Accounting, Finance, Business Administration or a closely-related field.
	1 year college		**2 years college**	
	3 years college	x	**4 years college**	
	1st year graduate level			**Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:** • Laws, rules, statutes and guidelines related to school finance and accounting. • Human resource, employee relations and personnel laws, regulations, guidelines, principles and practices including PELRA. • Organizational, management and supervisory principles, standards and practices. • Procedures, practices, laws and rules dealing with the health, safety, food service, and transportation including both ADA and OSHA. • Data processing systems and software used in the collection, analysis, reporting and accounting of student and financial information. • Knowledge of UFARS. • Knowledge of district administrative policies and procedures. • Ability to transport self among district buildings and to regional and state meetings and workshops as necessary. • The skill and ability to communicate - both orally and in writing.
	2nd year graduate level			
	Doctorate level			

Required Work Experience in Addition to Formal Education/Training: A minimum of five years professional accounting and finance experience in public accounting.	
Required Supervisory Experience: Requires a minimum 3 years management/supervisory experience in overseeing finance or accounting functions and operations.	
LICENSE/ CERTIFICATION	**Identify licenses/certification required upon hiring:** A CPA license is required.

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	**Skilled in:** • Managing, projecting, formulating and establishing budgets • Delegating, managing and overseeing supervisory and non-supervisory personnel engaged in diverse and different functions and areas of responsibility. • Managing and overseeing human resources and employee relation programs and policies to assure compliance with mandated laws, rules, regulations and labor agreements and to assure the accomplishment of district HR goals and objectives. • Oversees the negotiation and administration of contracts and services provided by outside vendors. • Oversees the preparation, maintenance and accounting processes and procedures associated with the maintenance of the general ledger, accounts payable, accounts receivable, and payroll processing. • Developing and implementing accounting controls, procedures and methods consistent with acceptable accounting procedures and methods. • Preparation of various local, state or federal accounting/fiscal reports. • Accounting analysis and projection techniques and procedures in the analysis of cash flow requirements, revenue projections, budget requirements and other financial projections. • Human relation and communication skills needed to advise, negotiate, persuade and interact with representatives of outside organizations, district administrators, elected officials, outside governmental agencies, business agents, attorneys, and the public.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
1	Accountant	1
2	Director of Buildings and Grounds	1
3	Food Service Coordinator	1
5	HR Support Staff	1
	TOTAL	**5**

INDIRECT SUPERVISION:

Number of employees indirectly supervised: Custodial, maintenance, food service and business office staff	**Total:** 60-70

HAZARDOUS WORKING CONDITIONS: *The essential duties of the work are performed under various*	Work is performed under normal office conditions and there are minimal

physical hazards or environmental conditions noted.	environmental risks or disagreeable conditions associated with the work.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Employee is required to:	**Never**	**1-33% Occasionally**	**34-66% Frequently**	**66-100% Continuously**
Stand		x		
Walk		x		
Sit				x
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms	x			
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		
Talk or hear			x	
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

_____ _____

Department Head's Signature **Date**

_____ _____

Human Resource's Signature **Date**

Classification History:

Created 9/03 by BCC

Retitled according to Superintendent comments to Director of Operational Services. Revised 3/04 by BCC.