

GENESEE COUNTY
BUSINESS MANAGER I

DISTINGUISHING FEATURES OF THE CLASS: This is an important position involving considerable independent responsibility for accurate and efficient management of school district financial and operating affairs, of a school district of average size. The duties are performed under general direction of the Board of Education and the Administrative Head of the District. Immediate supervision is exercised over clerical assistants and heads of operating departments. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Prepares financial and statistical reports for Board of Education, superintendent of schools and state authorities;
Keeps records of receipts and expenditures and bonded indebtedness;
Prepares tentative school budget, payrolls, purchase orders and other business reports;
Makes periodic inspections of maintenance and custodial activities to see that they are performed according to regulations;
Conducts correspondence on matters where general policy has been determined;
Acts as purchasing agent for school system;
Oversees student transportation;
Participates in all aspects of labor relations.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE , SKILLS, ABILITIES, AND/OR 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.

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MINIMUM QUALIFICATIONS:

EITHER:

- A. Possession of a Bachelor's Degree with a major in Business Administration or Accounting;

OR:

- B. Possession of a Bachelor's Degree PLUS two (2) years of full-time, paid business experience*;

OR:

- C. Two (2) years of post-high school education, in an institution of recognized standing with major courses in Business Administration, Accounting, or closely related subjects, PLUS four (4) years of full-time, paid business experience*;

OR:

- D. Any equivalent combination of training and experience* indicating the ability to perform the duties of the job.

NOTE: This experience shall have included major responsibility for the fiscal direction of a business venture with an annual gross sales of at least \$200,000.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Competitive Class

Revised 1/21/77

7/5/85

3/28/00

8/7/00

5/10/02

11/17/23

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.