

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

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| TITLE: | Manager, Business Operations (General) | REPORTS TO: | Assigned Supervisor or designee |
| DEPARTMENT: | Assigned Site/Department | CLASSIFICATION: | Management Classified/Management |
| FLSA: | Exempt | WORK YEAR: | Varies |
| BOARD APPROVAL: | July 28, 2010 | SALARY: | E-24/Management Salary Schedule |

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area; plan, coordinate, and direct the operations of an assigned site or department in support of providing students access to high quality learning options and a variety of activities to achieve their personal best; assist department or site leaders in the implementation, monitoring and compliance of assigned functions or activities to assist students to stay in school on target to graduate.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan, coordinate, and direct the operations of an assigned site or department in support of education students at a high level; coordinate resources to evaluate the effectiveness of the programs or activities to expand practices proven to raise student achievement. *E*

Prepare and oversee the budgets and accounts of assigned department or programs to ensure the financial viability of the District; coordinate staffing, financial resource allocation, and assets for assigned area to ensure appropriate funding of resources. *E*

Collaborate with District leadership, principals and other District staff on issues and problems related to assigned area; provide recommendations as necessary; represent the department or site and serve as liaison with the community, families and the District offices. *E*

Train, supervise and evaluate the performance of staff; provide clear, constructive feedback to improve staff effectiveness; plan, coordinate and arrange for appropriate training of staff in support of professional learning. *E*

Assist with coordinating policies and procedures designed to promote and maintain collaborative relationships and understanding between the school, districts, families and community. *E*

Identify, design, coordinate, plan and conduct staff in-services for assigned area; select and monitor the activities of assigned permanent and substitute staff to ensure timely delivery of high quality services. *E*

Manage and oversee the ordering of equipment, materials and supplies for assigned areas; maintain and monitor inventory to ensure appropriate usage of supplies and equipment. *E*

Prepare and maintain a variety of narrative and statistical reports and submit to the appropriate departments as required; participate in compliance reviews as needed. *E*

Conduct orientations and provide specialized training sessions related to assigned areas; attend and facilitate a variety of meetings as assigned; coordinate special events. *E*

Coordinate the preparation of newsletters, bulletins, minutes and agendas related to activities in assigned areas to ensure clear and timely communication to staff, communities and others. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and three years increasingly responsible supervisory and/or management or related experience in area of specialty.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; valid California Teaching Credential and Administrative Services Credential may be required based on assignments and/or area(s) of responsibility with experience in pupil personnel services and teaching preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of business functions of a department or site.
- Management principles and practices including organization, supervision and training.
- Applicable statutes, regulations and sections of the State Education Code and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Current software applications and operation of a computer to enter data, maintain records and generate reports.
- Accurate budget preparation and control.
- Analytical and problem solving abilities.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

- Plan, coordinate and direct the business operations of an assigned site or department.
- Establish and maintain effective relationships with a diverse range of people.
- Work independently and effectively with minimum direction.
- Train, supervise and evaluate personnel.
- Read, interpret, comprehend, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work to meet schedules and timelines.
- Compile and verify data and prepare reports.
- Communicate, understand, and follow both oral and written directions effectively.
- Prepare and deliver oral presentations and in-services.
- Learn new or updated computer systems and/or software programs to apply to current work.
- Demonstrate loyalty and high ethical standards.
- Focus and appropriately allocate resources toward identified goals.
- Manage change and design an effective system of reporting progress and monitoring results.
- Negotiate skillfully in difficult situations and create solutions to promote compromise.
- Think outside the box and develop new methods or solutions inspiring others to reach a common goal
- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office or school environment; constant interruptions; drive a vehicle to conduct work; contact with dissatisfied individuals; fast-paced work.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and analyze reports; dexterity to operate a computer or other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions