

BUSINESS MANAGER I

TOMPKINS COUNTY

Department Dryden Central School  
Classification Competitive  
Labor Grade \_\_\_\_\_  
Approved \_\_\_\_\_  
Revised \_\_\_\_\_  
By AF, Commissioner of Personnel

**DISTINGUISHING FEATURES OF THE CLASS:**

This is a management position involving responsibility for the accurate and efficient operation of an average sized school district's financial and operating affairs. The work is performed under the general direction of the Board of Education and the Chief School Officer of the District. Considerable latitude is allowed for the exercise of independent judgment within the framework of the District's general financial and operating policies and rules. Supervision is exercised over the clerical personnel of the business office and the heads of various operating departments. Performs all related duties as required.

**TYPICAL WORK ACTIVITIES:**

Prepares financial and statistical reports for the Chief School Officer, Board of Education and various State agencies;  
Keeps records of receipts and expenditures and bonded indebtedness;  
Prepares tentative school budgets and establishes budget control procedures;  
Supervises the preparation of purchase orders and payrolls;  
Acts as the purchasing agent for the District if assigned;  
Supervises the maintenance of inventory and insurance registers;  
Supervises the heads of the buildings and grounds, transportation, and/or cafeteria operations;  
Attends Board of Education meetings and provides advice to the Board on business management matters.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the current principles and practices employed in business administration, accounting and budgeting;  
Good knowledge of the current principles and practices of office management, personnel administration, and purchasing procedures;  
Good ability to plan and supervise the work of others;  
Good ability to understand and interpret various oral and/or written information;  
Good ability to prepare and present oral and/or written reports and recommendations;  
Familiarity with the organization and function of a school district;  
Good knowledge of office equipment;  
Ingenuity, thoroughness, resourcefulness, tact, courtesy, good judgment, and dependability are required;  
The employee's physical condition shall be commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in accounting, business administration, education or school business management **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) responsible business administration experience, at least two of which must have been in a supervisory capacity in the field of accounting; **OR**
- (b) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in accounting or business administration **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) responsible business administration experience, at least two of which must have been in a supervisory capacity in the field of accounting; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** eight years of full-time paid (or the equivalent part-time and/or volunteer) responsible business administration experience, at least two of which must have been in a supervisory capacity in the field of accounting.
- (d) Any equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.

4/4/96

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