

## INTERIM SCHOOL BUSINESS EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a temporary professional business management position responsible for training new professional incumbents in the title of School Business Executive in the supervision, performance, management, and coordination of a wide variety of business duties in a school district. Activities are performed in accordance with school district policies and state and federal laws and/or guidelines. Incumbent's in this classification hold a significant amount of expertise in the field of school finance. An Interim School Business Executive does related work as required.

### TYPICAL WORK ACTIVITIES:

- Reviews accounting records and procedures with new School Business Executive, training incumbent to know district policy, state, and federal requirements; may assist new incumbent with adopting best practice procedures;
- Prepare School budget with new incumbent for approval;
- Coordinate the development or implementation of budgetary control systems, recordkeeping systems, or other administrative control processes with new incumbent;
- Directs, through supervisory staff, district facilities operations, maintenance, security, safety activities, and a preventive maintenance program, with new incumbent;
- Interpret and explain policies, rules, regulations, or laws to organizations, government or corporate officials, or individuals, with new incumbent;
- Prepare or present reports concerning activities, expenses, budgets, government statutes or rulings, or other items affecting businesses or program services, with new incumbent;
- Analyze internal processes and recommend and implement procedural or policy changes to improve operations, such as supply changes or the disposal of records with new incumbent;
- Supervises continuous communication with municipal civil service agency for reporting of personnel transactions and to assure conformance with civil service law and rules;
- Provides financial and other data for negotiating team, fact finder, mediator, arbitrator, or representatives of employee organizations;
- Monitor and evaluate the performance of staff, recommending and implementing personnel actions;
- Coordinate audits of company accounts and financial transactions to ensure compliance with state and federal requirements and statutes;
- Trains new incumbent on writing specifications based on requests for supplies, services, and equipment;
- Teaches new incumbent how to determine need for formal bidding, purchases through state contracts, sources exempt from bidding law, and those obtainable by direct purchase;
- Shares history and trains with new incumbent to administer negotiated contracts with non-instructional employee organizations when authorized by the Board;

FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of business administration procedures; thorough knowledge of accounting methods and budgetary procedures; thorough knowledge of the techniques of monitoring expenditure of funds; good knowledge of the techniques of solving financial problems; good knowledge of debt and investment management; good knowledge of the principles of personnel supervision; good knowledge of purchasing and inventory practices; good knowledge of the principles of cost analysis; ability to plan and coordinate the work of others; ability to identify and anticipate financial problems and needs; ability to readily acquire familiarity with laws, regulations, and policies; ability to identify and set priorities; ability to verbally explain and defend budgets; ability to interpret financial reports; skill in organizing and consolidating narrative and tabular information into a clear, logical, fiscal plan; demonstrated skill in communicating effectively both orally and in writing; skill in human and public relations; good judgement; thoroughness; dependability; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Retired School Business Executive, School Business Manager or School Business Official.

*SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:*

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 12/05/2018