

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM ADMINISTRATOR I –BUSINESS MANAGER

GENERAL STATEMENT OF JOB

Under minimal supervision, performs fiscal and analytical work to assist in the preparation and administration of the Operations Department and Maintenance Section's Capital Outlay, as well as the Maintenance Section's Custodial and Operational budgets. Work involves examining departments' individual budget requests and expenditures to determine availability of funds, making recommendations to the Director of Maintenance, and implementing budget changes and amendments as approved by the Board. Employee is also responsible for working with department heads custodial and operation budgets as well as presenting the budgets as needed. Work involves and administrators to develop and formulate the Department's budgets to include the capital outlay, reviewing reports to ensure fiscal recording and reporting. Employee is also responsible preparing periodic fiscal reports and maintaining fiscal records as outlined in the Department operating manual. Employee is required to act tactfully and courteously in frequent contact with the Department organizational management. Reports to the Director of Maintenance.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Receives and analyzes annual budget requests from the Operations Department and Maintenance Sections and prepares the capital outlay, custodial and operating budget proposals for submission to the Director of Maintenance; prepares final budget document after approval by the School Board, amends budget as directed by Commissioners or Board and assists department heads in adjusting fiscal planning accordingly; calculates and reports budget allocations to the Department's sections supervisors.

Monitors departments' expenditures, ensuring compliance with established policies and procedures, and adherence to budget limitations; reviews budget codes availability of funds for requested purchases, and evaluates requests for interdepartmental fund transfers and budget amendments, preparing reports for director of maintenance detailing impact on budget and recommendations.

Assists and advises department heads on general fiscal and budgetary matters throughout year, as requested; prepares and distributes monthly financial reports to department heads as requested; prepares budget presentations.

Ensures that the Departments computerized maintenance system's reports reflect accurate data as that data relates to site work order expenditures. Utilizes various computerized software applications to prepare financial reports as required or requested. Responsible for ensuring that the department maintains all documentation/financial records that relates to all budgetary expenditures.

PROGRAM ADMINISTRATOR I – BUSINESS MANAGER

ADDITIONAL JOB FUNCTIONS

Reviews project estimation sheets for accuracy and completion.

Reviews principal's annual capital outlay request forms and prepares report.

Evaluate Software to assist with budgeting.

Evaluate software for estimating projects.

Administrative assistant to Director of Maintenance

Maintain accountability for all Maintenance department budgets.

Assist with presentation of budgets to Board members as requested.

Serve as Procurement card administrator for the Maintenance Department.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's or Associate degree in Accounting, Business or related field or experience in finance and/or budget analysis work, with some supervisory experience preferred; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENT

Possession of valid North Carolina's driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, printers, copiers, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

PROGRAM ADMINISTRATOR I – BUSINESS MANAGER

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Including the ability of giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read correspondence, reports, forms, budgets, etc. Requires the ability to prepare reports, correspondence, budgets, statistics, forms, etc., using proper format. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able communicate effectively and efficiently in Standard English and accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to utilize percentages and decimals; and to apply the theories of algebra, descriptive statistics, statistical inference and statistical theory.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the budget development process.

Considerable knowledge of state, local and school system fiscal regulations, policies and procedures.

Considerable knowledge of established policies and procedures regarding budget expenditures.

Considerable knowledge of the principles of organization, supervision, and administration.

General knowledge of telecommunications terms.

PROGRAM ADMINISTRATOR I – BUSINESS MANAGER

Ability to review and evaluate budget requests.

Ability to prepare capital outlay, custodial and operating budgets.

Ability to monitor budget expenditures for capital outlay, custodial and operating budgets.

Ability to conduct analytical studies of financial aspects as it relates to maintenance operational systems.

Ability to use common spreadsheet, word processing and file maintenance programs.

Ability to evaluate methods and procedures used in areas of responsibility.

Ability to organize and effectively process and maintain financial records and files, and prepare reports from them.

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to evaluate the communication needs of the school system.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.