

Laramie County School District #2
Fall 2005

Title: Business Services Director

Qualifications:

1. BA required, MA preferred.
2. Minimum of three years experience in business administration, management, finance, accounting, or related field, including one year in a supervisory capacity.
3. Public, governmental or school district experience preferred.
4. Wyoming Administrative Certification preferred

Terms of Employment: Administrative Salary Schedule
Minimum of 240 days.

Essential Functions:

1. Administer the financial affairs of the school district.
2. Supervise accounting staff in the maintenance of financial records, preparation of financial statements and preparation for annual financial audit.
3. Manage and coordinate the purchasing and bidding process and evaluate for recommendation.
4. Oversee the district transportation department.
5. Oversee the district operations/maintenance areas.
6. Oversee the Food Service Department.
7. Provide administrative support to building principals in regard to staffing and support services.
8. Review and recommend human resource policies and coordinate employee benefits.
9. Assists in planning the staffing needs of certificated and non-certificated personnel.
10. File state and federal reports as assigned by the superintendent.
11. Direct the building principals in the recruitment, assignment, training evaluation and discharge of all non-certified personnel with the approval of the superintendent.
12. Coordinate the annual district inventory.
13. Oversee the 5-year planning process to include all major maintenance, minor capitol and capitol projects.
14. Direct the development, preparation and administration of the annual budget, including the development of enrollment projections to support the budgeting process.
15. Be responsible for implementation and compliance with board policies.
16. Be responsible for other duties as assigned by the superintendent or board.