

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### BUSINESS MANAGER, FACILITIES SERVICES

**SALARY SCHEDULE: ADMINISTRATIVE - F**

**COST CENTER: FACILITIES SERVICES DEPARTMENT (9029)**

**QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited educational institution in Accounting or Business Administration.
- (2) Minimum of five (5) years experience in a progressively responsible position administering, monitoring or reconciliation of governmental budgets.
- (3) Demonstrated ability to utilize and develop reports in Lotus 123, Excel and Access.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of governmental accounting practices. Knowledge and ability to budget and reconcile financial records in an accurate manner. Ability to effectively manage, store and report information from Excel, Lotus 123 and Access. Ability to supervise employees. Ability to manage a large maintenance work order system. Ability to plan, organize, problem solve and prioritize activities of staff.

**REPORTS TO:**

Director, Facilities Services

#### JOB GOAL

**Directly responsible for development, monitoring, and administering the Facilities Department budget, payroll and maintenance management functions in accordance with goals and objectives as established by the Director of Facilities.**

**SUPERVISES:**

Secretaries  
Accountant/Bookkeepers

**PERFORMANCE RESPONSIBILITIES:**

- \*(1) Oversee the Facilities Department annual budget to ensure proper accounting and expenditure of funds in accordance with department goals.
- \*(2) Monitor all purchase orders and vendor payments to ensure accuracy.
- \*(3) Audit and monitor all department purchasing activities.
- \*(4) Oversee department payroll.
- \*(5) Coordinate position control for department. This includes posting of all jobs and documentation of all employee transfers.
- \*(6) Coordinate employee bid meetings.
- \*(7) Oversee and coordinate maintenance work order system.
- \*(8) Coordinate and manage all office staff and associated office funding.
- \*(9) Establish and maintain a system of work management that ensures an efficient and effective balance of general, preventive and contracted maintenance services to the schools.
- \*(10) Assist in the implementation and maintenance of an up-to-date records system of completed and pending maintenance activities by school, by trade and by year with accompanying costs and work hours.
- \*(11) Evaluate the effectiveness of assigned personnel and monitor a personnel evaluation system for these employees.
- \*(12) Participate in professional organizations pertinent to school maintenance that keep the person abreast of changing trends, technology and knowledge in the field.
- \*(13) Establish and maintain an effective working relationship with local, state, federal agencies and organizations that affect and are affected by the maintenance and custodial function of the School district.
- \*(14) Assist in the development and implementation of a quality control system for the department, including periodic inspections, pre-service / in-service programs for personnel and research to find better techniques and products.
- \*(15) Participate in recruiting, interviewing, evaluating and hiring technically qualified personnel.

**BUSINESS MANAGER, FACILITIES SERVICES (continued)**

- \*(16) Assist as directed in the development and implementation of effective energy management procedures and practices for the District.
- \*(17) Advise the Director of Maintenance on personnel development and training, recommend advancement or discipline when appropriate and provide performance counseling to employees as necessary.
- \*(18) Promote the mission and objectives of the Maintenance Department and the School Board among employees and customers.
- \*(19) Comply with all environmental and health and safety requirements.
- \*(20) Respond as appropriate to the service needs as communicated by the regional services managers.
- \*(21) Work with regional managers to maintain a team approach between central and regional services.
- \*(22) Manage in-house and contracted projects as directed, perform scope development, job estimates and oversight of project, provide schedules and status reports as required, maintain project documentation and be the primary contact with customers.
- \*(23) Review all pay requests from assigned shops and project work to ensure accuracy.
- \*(24) Keep supervisor informed of potential problems or unusual events.
- \*(25) Keep well informed about current trends and best practices in areas of responsibility.
- \*(26) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- \*(27) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- \*(28) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \*(29) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \*(30) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \*(31) Represent, consistently, the District in a positive and professional manner.
- \*(32) Provide leadership and direction for the assigned areas of responsibility.
- \*(33) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \*(34) Exercise proactive leadership in promoting the vision and mission of the District.
- \*(35) Set high standards and expectations for self and others.
- \*(36) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(37) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(38) Participate in the "on call" rotation list as needed.
- \*(39) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 10

\*Essential Performance Responsibilities