



POSITION DESCRIPTION

JOB TITLE: Director, Business Services Job Class: 0361	
DATE	Office of Operations Business Services
Pay Range:	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
	Management Approval:
POSITION SUMMARY and PURPOSE: Establishes the overall objectives and initiatives for Business Services to support the goals and long-range plans of the District.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Directs and supervises the operations of the Department of Business Services.
2. Directs and oversees the effective operation of the district's Pupil Transportation and Duplicating and Mailroom Services.
3. Oversees the maintenance of essential databases and software applications.
4. Prepares the annual budget and implements adequate controls to monitor annual expenditures.
5. Reviews and approves all final payments to contractors and prepares analysis of transportation costs as district programs are reviewed and implemented.
6. Evaluates department operations with a view toward streamlining and prepares efficiency and cost benefit analyses to ensure that services are provided in the most cost efficient and responsible manner.
7. Performs other duties as assigned.
8. Actively supports the MPS Strategic Plan.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General direction provided by the Chief Operating Officer.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Two direct reports, 14 indirect and numerous contractors

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires a master's degree in business, urban planning, public administration or a similar field.

Experience Requirements

At least five years of high-level administrative and supervisory experience, to include budget development, long-range planning, contract administration and policy/procedure development.

Knowledge, Skills, and Abilities

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. Frequent school site visits. Work day begins early and is subject to irregular hours.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.