

POSITION: Director of Business Services

LOCATION: Bangor City Hall

QUALIFICATIONS: 1. A Bachelor's degree in or related to public administration or business administration; Master's degree preferred.
2. At least three (3) years of relevant experience, including the areas of accounting, municipal finance taxation, data/word processing and supervision.

PHYSICAL

QUALIFICATIONS: 1. Visual acuity to include color, depth perception & field of vision with/without correction.
2. Sufficient auditory function to hear phones, pager, instrument and/or system alarms.
3. Ability to communicate verbally with others - including phone equipment.
4. Manual dexterity in the operation of a computer.
5. Ability to sit or stand for prolonged periods of time.
6. Ability to complete repetitive motions—including bending, stooping, reaching, & walking.
7. Moderate lifting – up to 50 pounds occasionally, with regular lifting of 10-20 pounds.
8. Local and minimal long distance travel required.

REPORTS TO: Superintendent of Schools

WORK YEAR: Per contractual agreement

COMPENSATION: Per contractual agreement

JOB GOALS: To provide all necessary business services, to support the educational objectives of the management system and to provide budget documents subject to the approval of the Superintendent, School Committee and City Council.

PERFORMANCE RESPONSIBILITIES:

1. Receives and acts on budget recommendations and requisitions; assists the Superintendent in the preparation of the proposed fiscal year budget; computes the costs that make up the budget; prepares the budget document; provides budget control for monitoring expenditures and receipts.
2. Provides fiscal control for grant funds received from Government, State and Federal sources.
3. Directs and facilitates the purchasing process.
4. Provides information as to school department insurance coverage.
5. Assists the Superintendent in securing and maintaining the maximum available revenue.
6. Uses knowledge of the Maine School Funding Law and school finance in general in the preparation and administration of the school budget.
7. Provides general supervision of school food services.
8. Directs and facilitates the contracted services secured by the School Department, such as bus transportation, architectural and engineering, and repair or construction contract administration.
9. Establishes and supervises the accounting system and maintains the internal auditing system.
10. Introduces and supervises data processing and word processing procedures.



11. Supervises the Business Office clerical staff.
12. Monitors unemployment and Workers compensation and appeal process.
13. Reviews mileage and expense claims for all employees.
14. Participates in long range planning on items of system wide significance such as utilization of buildings, redistricting, and overall budget planning.
15. Performs budgetary research and such other duties, consistent with this position, as assigned by the Superintendent of Schools.

VOTED: July 18, 1983

REVISED: July 30, 2014

REVIEWED: October 11, 2018

