

**MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT
JOB DESCRIPTION
DIRECTOR OF BUSINESS OPERATIONS**

Summary: Assist the Superintendent for Business in the leadership, direction, and supervision of business office operations and school business management. The position reports directly to the Superintendent for Business, and includes central office responsibilities and designations as assigned. The position includes the duties and responsibilities below and other functions as assigned by the Superintendent for Business.

Qualifications: A Master's Degree (minimum); appropriate NYS administrative certificate in School Business Administration

AND

A minimum of five years combination of school operations, school business, or facilities/capital projects management.

Such alternatives to the above qualifications as the District may find applicable.

Essential Duties and Responsibilities:

1. Assist in the oversight, management and accounting for Capital Projects.
2. Assist in the oversight, management and accounting for special projects, energy management systems/projects, utilities savings programs and environmental initiatives, and grant funded building projects.
3. Assist with long-term budgeting and planning in areas/special areas within Buildings and Grounds, Transportation, and Food Service. Support and monitor special aid/funding opportunities in areas of Building and Grounds, Transportation, and Food Service.
4. Oversee implementation and reimbursement process for Federal E-Rate Program.
5. Assist in the oversight and implementation of the district's insurance and risk management programs.
6. Perform system administration for administrative/management technology in areas of: work order systems; facilities use; communications and community outreach; security systems.
7. Assist with contract administration and contract management.
8. Perform duties as designee for pesticide safety legislation and program compliance, district Safe Schools Program liaison, and liaison to Middle Country Educational Foundation.
9. Oversight of development and implementation of school food service program budget and operations.

Job Description (Continued)
Director of Business Operations

Reports to: Assistant Superintendent for Business
Prepared by: James Donovan
Approved by: Dr. Roberta Gerold, Superintendent of Schools
Approved Date: