

Yorktown Central School District

Proposed Job Description

Assistant Superintendent for Business, Facilities and Non-Instructional Personnel

- Supervises all basic business office functions including, but not limited to, payroll, purchasing, accounting, finance, and budget.
- Supervises the business office clerical personnel in their daily duties.
- Annually evaluates the business office clerical staff.
- Interviews and recommend for employment the applicants for vacant positions in the business office.
- Develops training materials and train the business office personnel in new or revised procedures as necessary and appropriate.
- Analyzes business office functions, determine operating needs, and plan work flow.
- Supervises the preparations of financial reports to the Board of Education, the Federal and State governments.
- Supervises the preparation of weekly accounts payable checks and reports.
- Supervises and/or prepare all the state aid reports.
- Assists the external auditors during the annual audit.
- Assists in preparing specifications for purchases and bids.
- Supervises and assist in the preparation of budget materials, prepare computerized budget reports, and assist in all the processes involved in budgeting.
- Directs the business and financial affairs of the school district in compliance with the New York State Department of Audit and control, Board of Education policies, and Superintendent's regulations.
- Recommends necessary policies and regulations.
- Directs the financial planning of the school district.

- Directs the development and administration of the school district budget and prepare all supporting data.
- Advises members of the Administrative Cabinet in matters pertaining to the budget.
- Directs purchasing activities and review all purchases.
- Directs the approval, audit and certification of all claims for payrolls, goods, and services.
- Supervises the preparation and submission of required financial and statistical reports.
- Analyzes expenditures for comparison with budget estimates.
- Administers the district's income and investment program.
- Supervises the Director of Operations and Maintenance and the operation of the O&M Department.
- Oversees operation of the School Lunch program.
- Oversees operation of Duplication services.
- Assists the Superintendent with the evaluation of support staff.
- Serves in an advisory capacity to the Superintendent in the areas of labor relations and negotiations.
- Serves as contact with the district's attorney on matters pertaining to those areas for which he/she has responsibility.
- ? Serves as the administrator for all contracts which the district has with professional and support service groups.
- ? Plans, directs and supervises all aspects of the pupil transportation program.
- ? Assures compliance with all SED regulations, laws and Board of Education policies and regulations relating to transportation.
- ? Develops and recommends an annual budget for transportation services.
- ? Recommends and prepares specifications for bids for transportation contracts, reviews bids, recommends awards and prepare contracts and extensions.
- ? Supervises the contract with the district transportation provider and develop transportation routes; coordinate safety and regulation compliance.

- ? Coordinates cooperative transportation between school districts.
- ? Continually evaluates the transportation safety program and recommends improvements.
- ? Facilitates the activities of the District Safety Committee and prepares the Emergency Management Plan.
- ? Assists the Superintendent in preparing student population migration studies, and other related demographic studies.
- ? Supervises all aspects of implementation of Capital Improvement Bond projects.
- ? In concert with the Assistant Superintendent for Curriculum, Instruction and Professional Personnel manage the Office of Human Resources, including benefit coordination, contract management, recruitment, selection, placement, staff attendance, employee files, certification, civil service, extra credits, extra curricular programs, and other related areas.
- Performs such other responsibilities as requested by the Superintendent of Schools.

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