

**JOB PROFILE: Business/Transportation/Security Manager**  
Reports to: The Director of District Operations

**Classification:** Administrator

**Hours/Day:** 8

**Days/Year:** 260

**Purpose/Summary**

The Business/Transportation/Security Manager provides administrative leadership in the areas of budget, finance, transportation, and security. The position incorporates all responsibilities required to maintain effective management and utilization of the fiscal resources. The Transportation Manager manages transportation services; provides information and serves as a resource to administrators; evaluates, services and assures compliance by contracted carriers with all relevant guidelines, codes, and regulations. Security Manager is responsible for security plans, drills, and protocols being developed, managed, updated and implemented throughout the District.

**Essential Duties and Responsibilities**

- Administer the development and maintenance of financial operations designed to carry out the mission, goals and policies of the District.
- Analyze the financial details of past, present, and expected operations to identify development opportunities and areas where improvement is needed.
- Advise the Director of District Operations on short--term and long--term financial objectives, policies, and actions.
- Provide direction and assistance at all levels and departments regarding accounting and budgeting policies and procedures and efficient control and utilization of financial resources.
- Coordinate and direct the financial planning, budgeting, procurement, or investment activities of the District.
- Develop internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting.
- Oversee and manage the operational activities and reporting of the business office functions and personnel.
- Consult with vendors and assist with contract negotiations as required.
- Develop and administer a transportation program to meet all the requirements of the daily instructional program, extra-curricular activities and private/charter school rates.
- Authorize purchases in accordance with budgetary limitations and district policy and procedure.
- Submit all reports required by state authorities.
- Assist principals as needed in solving discipline problems occurring on school buses.
- Act as a liaison with parents for complaints and special requests for transportation issues.
- Develop safety protocols and plans.
- Coordinate drills with staff, students, and first responders.
- Maintain open line of communication with first responders.
- Manage security software and updates, coordinate training and provide updates as needed.
- Comply with PDE and Act 44 Safety Regulations and Laws.
- Serve as Safe 2 Say Lead and assist with tips as needed.
- Fulfill other duties and tasks assigned by the Superintendent or Director of District Operations.

**Education and/or Experience**

Bachelor's Degree in Accounting or related field.  
Advanced Degree in Accounting. CPA preferred.  
Five years' experience in financial management. Leadership experience required.

**Certifications, Licenses, Registrations**

Act 34/151/114/126/168 Clearances/Certifications required

**Qualification Requirements**

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

**Knowledge and Abilities**

Knowledge of current accounting principles and trends. Knowledge of school district budgeting protocols and ability to implement budgeting and accounting procedures effectively to a school district budget. Ability to think critically and problem solve. Knowledge and ability to refinance bond issues. Knowledge of state and federal regulations and ability to comply with required reporting and mandates.

*Academic Skills* - Knowledge of K-12 Education and ability to understand, manage and organize district financial resources to support curriculum, assessment and instruction. Ability to supervise others and oversee the implementation of payroll and human resources tasks and protocols.

*Language Skills* – Must possess the ability to use the language in both oral and written form. Be able to communicate information and ideas in speaking so others will understand. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Ability to read, edit and formalize documents for public review and use. Ability to communicate effectively with administration, staff, students, parents, and community.

*Math Skills* – Knowledge of mathematics and its applications as it relates to budgeting and accounting. Ability to use math skills to complete budgets and make financial decisions. Possess the ability to develop spreadsheets to manage and generate data for evaluation, reporting and all financial tasks.

*Technology Skills* – Demonstrate competency with up-to-date computer software, including Word processing, Excel, web page development, presentation, and graphics applications. Familiarity with accounting software. Ability to manage and manipulate large databases of information. Be able to generate Power Point presentations including Excel documents. Be able to enter data to generate documents related to financial data and complex budgeting tasks. Ability to understand content in order to organize, manage and communicate electronically.

*Reasoning Abilities* – Ability to problem solve, multi-task and utilize time and resources properly. Ability to assist with the organization of synthesized information that is presented to the general public. Ability to evaluate payroll and financial projections and determine negotiation strategies.

**Other Skills and Abilities**

- Maintain high emotional energy.
- Respond to community/parent inquiries and maintain a positive and proactive response to community members.
- Serve as a representative of the school and must possess the skills of discretion, confidentiality, flexibility and adaptability to change.
- Possess imagination, patience, creativity, sound judgment, and logical reasoning.
- Concentrate with numerous interruptions.
- Understand and facilitate needs of various personality types.
- Participate in and present workshops or seminars.

**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. This position is considered to be a SEDENTARY Physical Demand Characteristic of Work position according to the physical demands strength rating of the Dictionary of Occupation Title, Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Sedentary (S)</b>	<b>Light (L)</b>	<b>Medium (M)</b>	<b>Heavy (H)</b>	<b>Very Heavy (V)</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing.	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly.

<b>Work Environment</b>				
The work environment will vary from an office setting to more moderate situations such as conference rooms or large group professional settings. The majority of time will be spent indoors with consideration for adaptability to all weather conditions related to outdoor activities and/or travel. The employee must be able to work in air-conditioned and heated environments under florescent lighting.				
<b>Primary Work Location</b>				
Office Environment		Shop		
Classroom/Building		Vehicle		
Outdoors		Travel		
<b>Paraprofessional, I-A Secretaries - 260 Physical and Non-Physical Demands Key</b>				
<b>C - Continuously</b>	<b>F - Frequently</b>	<b>O - Occasionally</b>	<b>R - Rarely</b>	<b>N - Never</b>
2/3 or more of the time	From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs
<b>Standing</b>		<b>O</b>	<b>Crawling</b>	<b>N</b>
<b>Sitting</b>		<b>F</b>	<b>Bending</b>	<b>R</b>
<b>Walking</b>		<b>O</b>	<b>Twisting</b>	<b>R</b>
<b>Lifting</b>		<b>R</b>	<b>Climbing</b>	<b>R</b>
<b>Carrying</b>		<b>R</b>	<b>Balancing</b>	<b>R</b>
<b>Pushing/Pulling</b>		<b>R</b>	<b>Vision</b>	<b>C</b>
<b>Reaching</b>		<b>O</b>	<b>Hearing</b>	<b>C</b>
<b>Handling</b>		<b>R</b>	<b>Talking</b>	<b>C</b>
<b>Fine Dexterity</b>		<b>F</b>	<b>Foot Controls</b>	<b>N</b>
<b>Kneeling</b>		<b>R</b>	<b>Teamwork</b>	<b>C</b>
<b>Crouching</b>		<b>R</b>	<b>Tedious or exacting work</b>	<b>F</b>
<b>Time Pressures</b>		<b>C</b>	<b>Noisy or distracting environment</b>	<b>O</b>
<b>Emergency Situations</b>		<b>O</b>	<b>Other (Specify): Flexible work hours to accommodate school board schedules</b>	<b>O</b>
<b>Frequent Change of Tasks</b>		<b>F</b>	<b>Other (Specify):</b>	
<b>Irregular Work Schedule/Overtime</b>		<b>O</b>	<b>Other (Specify):</b>	
<b>Multi-Tasking</b>		<b>C</b>	<b>Other (Specify):</b>	
<i>The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.</i>				
<b>Effective Date</b>	5-23-19			