



RANDOLPH TOWNSHIP SCHOOLS
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

JOB DESCRIPTION

TITLE:

Business Administrator

REPORTS TO:

Superintendent

QUALIFICATIONS:

Valid Business Administrator certificate.

GENERAL DESCRIPTION:

The Business Administrator shall be directly responsible for the execution of assigned duties. In the absence of the Superintendent and the Assistant Superintendent, the Business Administrator shall assume responsibility.

RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

1. Serves as budget director in assisting the Superintendent in the implementation of the annual budget and in the long-term planning of community resources and needs. Develops specifications for education supplies, furniture, fixtures and equipment.
2. Cooperates with the Superintendent and Board in interpreting the budget and other applicable major financial areas specified in Board policies.
3. Conducts all purchasing for the school district in accordance with the law and school board policy.
 - A. Signs all purchase orders in accordance with State accounting procedures and the district budget plan.
 - B. Advertises and receives all bids authorized by the Board and open same at the appointed time and place. Notifies all Board members and the attorney of all bid openings.
4. Oversees the supervision and operation of the accounting system for this school district.
 - A. Keeps accounts of all of the school district's financial transactions including a correct detailed account of all expenditures in accordance with State law and requirements of the State Board of Education.
 - B. Maintains a separate payroll account conforming with State requirements.
 - C. Renders accurate reports concerning the status of budgetary accounts and other financial matters as required by the Board, the administration, and the statutes.
5. Recruits and recommends to the Superintendent, personnel for positions in the area of school business management and trains such personnel.
6. Works with other administrators, architects, attorneys, and financial advisors in the business aspects of school planning, construction, contracting and financing.
7. Develops and implements procedures for the requisitioning, purchasing, and standardization of supplies and equipment.
8. Develops, implements, and directs an efficient property inventory control for the school system.
9. Supervises all transportation services and vehicular activities. Direct and supervise the activities of the Director of Transportation.
10. Works collaboratively with the school food services program. Directs and supervises the activities for the food service managers.
11. Coordinates and supervises the maintenances and repairs of buildings and grounds.
12. Directs and supervises the activities of the Chief of Facilities and Chief of Custodians.
13. Coordinates the district insurance program.
14. Oversees all building construction and communicates with the architect as necessary.
15. Oversees the plant operations.
16. Ensures district compliance with state and federal Right-to-Know and PE-OSHA statutes.

17. Supervises and evaluates administrative personnel which come under the scope of responsibility of the Business Administrator.
18. Performs such other tasks and assume such other responsibilities as assigned by the Superintendent.

WORK YEAR: Twelve-month position.

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| DATE APPROVED: | February 19, 2013 |
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| BY: | Board of Education |
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