

Educational Service Unit #1 Job Description Director of Business Services

It is the policy of Educational Service Unit #1 to not discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Administrator.

- A. Job Title:** Director of Business Services
- B. Department:** Administration
- C. FLSA Status:** Exempt (Administrative)
- D. Education Level and Certification:** Bachelor's Degree (Business)
- E. Reports To:** Administrator
- F. May Receive Guidance From:** Administration, State of Nebraska Agencies
- G. Essential Job Functions:**
 - 1. Skills in accounting, budgeting and management techniques
 - 2. Basic computer and database skills
 - 3. Poised
 - 4. Ability to perform assigned tasks with minimum supervision
 - 5. Good oral and written communication skills
 - 6. Skills in organization, problem solving and prioritizing
 - 7. Skills in math and logical thinking
- H. Working Conditions:** Inside heated and air conditioned office.
- I. Job Tasks:**
 - 1. Participates within the Unit's management structure for developing plans, procedures and policies.
 - 2. Works closely with the Board, Administration and staff on a variety of issues.
 - 3. Supervises personnel in administrative services to assure a timely flow of work and assure compliance with Unit schedules and procedures.
 - 4. Revises employee handbooks when necessary, incorporating rules or regulations and developing procedures that are consistent with Unit policies.

5. Serves as chief operating financial and business officer of the Unit in the following capacities:
- Serves as the chief advisor to the Administrator on such matters.
 - Maintains a constant awareness on economy of operation through development of systems and sound business techniques.
 - Maintains adequate control of resources and expenditures and at the same time maintains a sufficient flexibility of financial services, so the Unit's program of services is effectively delivered.
 - Develops, prepares, and implements the annual budget with direction from the Administrator.
 - Oversees and monitors Unit's purchasing activities.
 - Supervises inventory control methods and records.
 - Directs supervision and guidance of staff involving accounting and payroll practices and procedures.
 - Designs and implements new systems and procedures involving financial matters.
 - Administers Unit's property, liability and other insurance programs and serves as Unit's contact person with insurance agents.
 - Reviews bills with Administrator for approval.
 - Prepares monthly and year-end financial reports as required or as needed.
 - Prepares financial audit documents and coordinates audit activities related to the audit of Unit's financial records.
 - Develops and establishes purchasing policies and procedures.
 - Reconciles Unit's financial statements with depositories' statements.
 - Monitors collection activity of accounts receivable system.
 - Approves departmental payroll.
 - Responsible for:
 - Planning, implementing and final outcome for those activities related to the business operation.
 - Administering the employee benefit programs including insurance, group contributions to state sheltered annuities, employee/employer contributions to state retirement system and IRS Section 125 cafeteria benefit plan.
 - Processing group benefit enrollment cards, change of coverage forms, change of beneficiary forms, change of name forms and notice of conversion privilege forms.
 - Maintaining policies, procedures, notices and records relevant to COBRA rules and regulations.
 - Answering questions by employees and company representatives regarding fringe benefits.
 - Maintaining personnel records.
 - Completing employment verification.
 - Computing annual compensation packages of all employees and completing employment contracts.
 - Conducts employee wage and benefit studies to compare Unit's compensation packages with those at other entities and prepares impact analyses of proposals.

6. Adheres to policies established by ESU #1.
7. Coordinate contact with independent service providers for building and equipment maintenance and repair.
8. Attends all meetings of the Board of Directors.
9. Performs other duties as directed.

J. Knowledge:

1. Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
1. English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
2. Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
3. Mathematics — Knowledge of arithmetic, algebra, geometry, and their applications.
4. Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
5. Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
6. Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

K. Skills

1. Coordination — Adjusting actions in relation to others' actions.
2. Speaking — Talking to others to convey information effectively.
3. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
4. Writing — Communicating effectively in writing as appropriate for the needs of the audience.
5. Social Perceptiveness — Being aware of others' reactions and understanding why they

react as they do.

6. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
7. Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
8. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
9. Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.
10. Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

L. Abilities

1. Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
2. Written Expression — The ability to communicate information and ideas in writing so others will understand.
3. Written Comprehension — The ability to read and understand information and ideas presented in writing.
4. Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
5. Speech Clarity — The ability to speak clearly so others can understand you.
6. Near Vision — The ability to see details at close range (within a few feet of the observer).
7. Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
8. Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
9. Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
10. Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

M. Work Activities:

1. Communicating with Persons Outside Organization — Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, by telephone or e-mail.
2. Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
3. Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.
4. Provide Consultation and Advice to Others — Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.
5. Coordinating the Work and Activities of Others — Getting members of a group to work together to accomplish tasks.
6. Training and Teaching Others — Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
7. Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.
8. Staffing Organizational Units — Assist in recruiting, interviewing, selecting, hiring, and inducting employees in an organization.
9. Developing Objectives and Strategies — Establishing long-range objectives and specifying the strategies and actions to achieve them.
10. Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.

N. Required Employee Characteristics:

1. Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
2. Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
3. Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
4. Integrity — Job requires being honest and ethical.

5. Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
6. Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
7. Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
8. Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
9. Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
10. Initiative — Job requires a willingness to take on responsibilities and challenges.

O. At Will Employment: Employment with ESU #1 is not for any period of time, and employment may be terminated at any time at the convenience of the terminating party, with or without cause, and with or without notice. Employment with ESU #1 is not governed by any express or implied contract of employment containing terms different from or inconsistent with those stated in this employment agreement. The terms of this employment agreement may not be modified except in writing signed by the Administrator.

P. Essential Functions: The essential functions of the Business Manager position include (1) regular, dependable attendance on the job; (2) the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and, (3) the ability to perform the following identified physical requirements:

Physical Requirements Officer Manager	Not required	Occasional — up to 33% of time	Essential — up to 33% of time	Frequent — 34 to 66% of time	Continuous — over 66% of time
E = Essential NE = Non-Essential					
Stamina					
1. Sitting					X
2. Walking			X		
3. Standing			X		
4. Sprinting/Running	X				
Flexibility					
5. Bending or twisting at the neck more than the average person		X			
6. Bending or twisting at the trunk more than the average person		X			
7. Squatting/Stooping/Kneeling		X			
8. Reaching above the head		X			

9.	Reaching forward		X			
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)				X	
Activities						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)	X				
12.	Hand/grip strength	X				
13.	Driving on the job		X			
14.	Typing non-stop				X	
Use of Arms and Hands						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)		X			
16.	Finger dexterity (typing or putting a nut on a bolt)		X			
Lifting Requirements						
17.	Lifting up to 10 pounds (Mark all that apply)					
Floor to waist			X			
Waist to shoulder			X			
Shoulder to overhead			X			
18.	Lifting 11 to 25 pounds (Mark all that apply)					
Floor to waist		X				
Waist to shoulder		X				
Shoulder to overhead		X				
19.	Lifting 26 to 50 pounds (Mark all that apply)					
Floor to waist		X				
Waist to shoulder		X				
Shoulder to overhead		X				
20.	Lifting 51 to 75 pounds (Mark all that apply)					
Floor to waist		X				
Waist to shoulder		X				
Shoulder to overhead		X				
21.	Lifting 76 plus pounds (Mark all that apply)					
Floor to waist		X				
Waist to shoulder		X				
Shoulder to overhead		X				
22.	Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?		X			
Pushing/Pulling						
23.	25 to 50 pounds		X			
24.	51 to 75 pounds	X				
25.	76 to 90 pounds	X				
26.	Over 90 pounds	X				
Carrying						
27.	10 to 25 pounds		X			
28.	26 to 50 pounds	X				
29.	51 to 75 pounds	X				
30.	76 to 90 pounds	X				
31.	Over 90 pounds	X				