



CLASSIFICATION DESCRIPTION

TITLE: Facilities Business Manager

<u>Title of Immediate Supervisor:</u> Manager of Facilities	<u>Department:</u> Facilities Management	<u>FLSA Status:</u> Exempt
<u>Accountable For (Job Titles):</u> Office Support Specialist Senior, Varies		<u>Pay Grade Assignment:</u> Non-Certified Business Division Administrators' Association;

General Summary or Purpose Of Job:
<p>Supervises, plans, directs, and coordinates such functions as accounts payable, accounts receivable, payroll, grants accounting, staff scheduling, assign work orders to maintenance staff and T&M contractors, purchases district-wide custodial, maintenance and emergency / incident products. Ensures that the Facilities Maintenance and Operations finance and budget activities are managed and processed in an accurate and timely manner, and that financial activities are conducted in compliance with School Board policies and procedures, governmental regulations, the Uniform Financial Accounting and Reporting Standards (UFARS), and generally accepted accounting principles.</p>

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Manages business operations of a fast-paced district department; provides leadership, work direction and daily oversight to ensure an efficient and timely flow of information and delivery of services.	Daily 20%
2.	Researches, purchases and maintains the inventory of district-wide custodial, maintenance and emergency / incident products.	Daily 15%
3.	Assist Managers and Supervisors in daily, weekly, monthly, yearly staffing and scheduling of the operations and maintenance staff. Maintain and reconcile schedules with time off reporting program and time sheets for submission to payroll.	Daily 15%



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4.	Assists in assigning and maintaining work orders in the Facilities work order system to include requesting repairs completed by T&M contractors; track progress, review invoicing for accurate contract requirements, pricing and documentation.	Monthly 15%
5.	Creates, maintains and tracks contracts for annual Time and Material (T&M) projects, special projects and LTFM projects. Reviews, tracks and codes and processes invoices for all projects.	Weekly 15%
6.	Independently drafts financial, statistical and narrative reports or other documents as required and provides administrative support by researching questions, obtaining information, coordinating and disseminating information and following up on the progress and status of projects.	Weekly 5%
7.	Manages various budgets, prepares and monitors leases, contracts and agreements; processes related requisitions and payments.	Daily 5%
8.	Prepare and submit all state required documents for the Long-Term Facilities Maintenance Ten-Year Plan (LTFM) for both deferred maintenance and Health and Safety budgets annually. Report and reconcile LTFM Deferred Maintenance and Health and Safety expenditures to Minnesota Department of Education.	Daily 5%
9.	Utilizes advanced software skills to prepare correspondence, complex reports, tables and forms; prepares, maintains and provides statistical information; writes memos, correspondence and reports.	Daily 5%
10.	Performs other duties of a comparable level or type.	As required.

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

1. Requires a minimum of a 4-year Bachelor degree in Accounting or related field OR an equivalent combination of technical training and experience in accounting in lieu of a Bachelor's degree.



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2. A working knowledge of accounting systems and databases.
3. Extensive experience with Microsoft Office products.
4. Demonstrated interpersonal skills including customer service.
5. Must be comfortable working in a team environment

Certification or Licensing Requirements_(prior to job entry):

None

Knowledge Requirements:

Requires knowledge of:

- Accounting, auditing, budgeting and generally-accepted accounting principles and procedures.
- Understanding of balance sheet and income statement accounts.
- Payroll processing, as well as knowledge of how pay flows through the general ledger processes regarding deductions, contributions and salaries.
- Financial statement preparation, as well as Uniform Financial Accounting Reporting System (UFARS) reporting.
- Construction related standard forms of agreement and related general conditions
- Familiarity with school district accounting policies and procedures.
- Computer applications, especially as applied to general ledger reporting and journal entry preparation. Knowledge of specific computer software, such as the Skyward software, the MS-Office Suite, including Excel and Word.

Skill Requirements:

Skilled in:

- Supervision, especially in dealing with employee-related concerns and conflicts. Ability to solve problems presented in a professional manner.
- Ability to work independently and plan the work of others.
- Ability to effectively analyze and solve a variety of problems in a faced paced environment; multitask.
- Ability to work under pressure and meet assigned deadlines.



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- Ability to resolve complex accounting issues, which arise on a daily basis.
- Interpreting, explaining and applying written and oral instructions, procedures and regulations.
- Communication skills, both orally and in writing.
- Determining priorities in the handling of unique and/or complex problems.
- Promoting public relations and dealing tactfully and diplomatically with staff, students and the public.
- Maintaining confidentiality with highly sensitive information, issues and situations.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand	√			
Walk		√		
Sit				√
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms	√			
Climb or balance	√			
Stoop/kneel/crouch or crawl	√			
Talk and hear			√	
Taste and smell	√			
Lift & Carry: Up to 10 lbs.		√		
Up to 25 lbs.	√			
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
General Environmental Conditions:				
<p>Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work.</p> <p>The typical noise level is considered to be moderate.</p>				
General Physical Conditions:				
<p>Work can be generally characterized as:</p> <p>Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force</p>				



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frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

<u>Vision Requirements:</u> Check box if relevant	Yes	No
No special vision requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Close Vision (20 in. of less)	<input type="checkbox"/>	<input type="checkbox"/>
Distance Vision (20 ft. of more)	<input type="checkbox"/>	<input type="checkbox"/>
Color Vision	<input type="checkbox"/>	<input type="checkbox"/>
Depth Perception	<input type="checkbox"/>	<input type="checkbox"/>
Peripheral Vision	<input type="checkbox"/>	<input type="checkbox"/>

Job Classification History:

Classification reviewed and revised by DJS 8-2022