



**SCHOOL BUSINESS MANAGER
P.S. 75
MANHATTAN**

Position Summary: The School Business Manager position encompasses professional work of varying degrees of difficulty and responsibility under the day to day supervision of the school principal and the overall direction of the Integrated Service Center (ISC) in the fields of budget, finance, personnel and non-instructional administration.

The School Business Manager position will be split between two schools which are P.S. 75 and P.S. 163 which have a register of 800 and 650 respectively (elementary schools). This position will facilitate collaboration between the two schools on a daily basis. The School Business Manager will be responsible for a number of special projects and back office functions such as the overall coordination, planning, development and administration of both school budgets. The position will also require the management of financial operations and records in accordance with all appropriate laws and regulations for both schools.

Reports to: Principal

Direct Reports: School support staff.

Key Relationships: Serves as a point of contact regarding non-instructional matters for external constituents, including community groups and other city agencies. Establishes and maintains liaison with appropriate field, ISC staff, and central operating components of the school system.

RESPONSIBILITIES

- Directs administrative activities of schools, including budgeting, accounting, school transportation, personnel, technology, physical plant issues and other related administrative matters.
- Assists principal(s) in overseeing the administration of support activities related to the provision of school food services.
- Reviews and expedites all contracts and school purchases by utilizing contract vendors and online purchasing accounts.
- Reviews contracts and bids to ensure compliance with established purchasing procedures.
- Assists principal(s) in the preparation of grant applications for non-instructional items, such as those for personnel, supplies and equipment.
- Supports instructional staff in grant administration, including the preparation of annual progress reports and demonstration of outcomes.
- Responsible for overseeing business, financial and other administrative matters and implementing recommendations related thereto.
- Interfaces with Integrated Service Center staff and other school administrators on administrative matters relating to personnel, business, finance, contracts and school operations. Attends ISC trainings as necessary.
- Serves as a point of contact regarding non-instructional matters for external constituents, including community groups and other city agencies.
- Analyzes student data to support the principal's instructional and classroom priorities. Prepares reports in response to requests for information.

QUALIFICATIONS

Minimum Requirements

1. A baccalaureate degree from an accredited college and three years of full-time satisfactory professional experience in one or a combination of the following areas: accounting, auditing, budget, contract administration, financial administration, management, personnel or a closely related field; or

2. A baccalaureate degree from an accredited college including or supplemented by 24 semester credits in accounting, business, finance, educational administration, management, personnel administration, public administration, or a closely related field and two years of satisfactory full-time professional experience in one or a combination of the areas described in "1" above; or
3. A master's degree from an accredited college in accounting, business, finance, educational administration, management, personnel administration, public administration, or a closely related field and one year of satisfactory full-time professional experience in one or a combination of the areas described in "1" above.

Preferred

- Professional experience working in school administration and organization.
- Demonstrated knowledge and ability in using Galaxy and Famis Portal and managing the finances of a school, including but not limited to, payroll, ordering and purchasing, recordkeeping and compliance.
- Demonstrated ability in completion of surveys and reports relative to management of personnel, school facility and community relations.

Salary: \$54,517 +

Please send cover letter and resume no later than **August 25, 2008**, to:

Robert K. O'Brien – Principal
735 West End Avenue
Manhattan, NY 10025

E-mail to: BObrien@schools.nyc.gov OR Fax to: 212.866.5543

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