

**XENIA COMMUNITY SCHOOLS
ADMINISTRATIVE JOB VACANCY**

TO: Xenia Staff Members
FROM: Mike Earley, Kelly Earwood, Brenda Langford - Personnel Office
RE: Vacancy Notice [2017-2018]

BOARD OF EDUCATION

**DIRECTOR OF BUSINESS AND TECHNOLOGY
8 hours daily - 260 Days
(Benefits include, Health, Dental, Vision and life insurance)**

Competitive Compensation in line with experience.

**All interested applicants apply via [Frontline-Dayton Area Consortium](#)
DEADLINE: Friday, March 2nd or until filled**

JOB DESCRIPTION – DIRECTOR OF BUSINESS AND TECHNOLOGY

Reports To: Superintendent
Employment Status: Full Time
FLSA Status: Non-Exempt

QUALIFICATIONS

1. Certification and training requirements
 - State of Ohio business manager's license
 - Bachelor's degree in business management, finance and/or technology preferred
 - Minimum of five (5) years successful administrative and/or related business experience preferred
 - Meet the legal requirements relative to a criminal background check
2. Experience and skill requirements
 - Personnel supervision and evaluation
 - Advanced computer skills
 - Writing bid documents, specifications, legal advertising
 - Effective communication, written and verbal
 - School law as it relates to construction, purchasing, bidding
 - Facilities maintenance
 - Negotiations
 - Demonstrated ability to work cooperatively and respectfully with staff, students, parents, and the public
3. Experience desired
 - Food service operations
 - Transportation scheduling/routing
 - Warehouse operations

ACCOUNTABILITY

1. Responsible for execution of contracts and recommendations to the Superintendent
 - Construction, renovation, improvement projects
 - Awarding of contracts
 - Employment of architects
 - Parental contracts and transportation resolution
 - Bus and vehicle purchases
 - Insurance: fleet, liability, building & contents
 - Building rental charges
 - Energy conservation programs
 - Utility consortiums

ESSENTIAL FUNCTIONS

1. Serves as the school district's Business and Technology Director.
2. The Director of Business and Technology shall assist in the planning, organization, budgeting, and operation of school facilities in accordance with state standards, county requirements, OSHA and EPA regulations, and district policies.
3. Responsible for overall administration of the following areas, including but not limited to, personnel, operations, facilities, supplies, and equipment for:
 - Facilities maintenance
 - Warehouse
 - Print shop
 - Transportation Department
 - Technology
 - Nutrition Services Department
 - Inventory of school equipment, furniture, supplies
 - Copiers, fax machines, telephone system, waste management
 - Utilization of facilities by school and community groups
4. Responsible for processing, preparation, and maintenance of records for:
 - Specifications
 - Legal advertising
 - Securing of bids
 - Work orders
 - Requisitions
 - Accident reports/insurance
5. Conduct a uniform purchasing program for the district and make recommendations for the purchase of school/office furniture, equipment, supplies, services, repairs, buses, and vehicles.
6. Responsible for administration of purchasing operations including:
 - Inventory
 - Receiving
 - Warehousing
 - Distribution of furniture, supplies, and equipment
 - Major work orders
7. Management/supervision of classified supervisors shall include monitoring of:
 - Development of goals
 - Evaluations
 - City/county/state inspections

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- Master agreement provisions
 - Preparation of budgets
 - Implementation of Board policy
8. Serve as superintendent's designee / administrative representative to:
 - Board Negotiating Teams
 - Hearing officer for classified grievances
 - Energy consortiums
 - Shared services
 - As directed by Superintendent
 9. Responsible for overall supervision of:
 - New construction
 - Renovation projects
 - Serve as district liaison with architects, consultants, and vendors
 10. Facilitate in-service as appropriate including, but not limited to:
 - Implementation of Master Agreements
 - Employee health and safety issues
 11. Conduct regular meetings with classified supervisors and attend professional and departmental meetings as required.

ADDITIONAL DUTIES AND RESPONSIBILITIES

1. Responsible for knowledge and compliance with:
 - Board of Education policies
 - Job description requirements
 - Master Agreements
 - Reference Handbook for Administrators and Supervisors
 - Coordinates with local governmental agencies and staff for district emergency evacuation plan, cancellation plan, and inclement weather plan
 - Administrative directives
2. Conducts and provides mandated and other professional development opportunities for classified staff as needed
3. Perform other related duties as assigned by the Superintendent

ADDITIONAL WORKING CONDITIONS:

- **Occasional operation of a vehicle under inclement weather conditions.**
- **Occasional interaction among unruly children.**
- **Occasional exposure to hazardous situations.**
- **Occasional interaction with hostile and/or aggressive individuals.**

Revised: December 13, 2010

AN EQUAL OPPORTUNITY EMPLOYER