

# EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

## JOB DESCRIPTION

### **BUSINESS OPERATIONS MANAGER**

#### **Minimum Qualifications:**

- Bachelor's degree in business related field
- Three (3) to five (5) years of experience
- Contract administration and budgeting experience preferred
- Knowledge of public administration, public finance, public budgeting and/or administrative law preferred
- Documentation of a clear criminal record in compliance with state statute.
- Complies with drug-free workplace rules and Board policies
- Knowledge and previous work experience in K12 environment preferred
- Strong computer literacy skills (Office Suite, accounting system)

**Note:** "This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employee must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier."

**FLSA Classification:** Exempt

**Reports To:** Executive Director of Business and Innovation

#### **Job Objectives:**

Provides support of the day-to-day business operations of the agency and is responsible for the following functional areas:

- Grants administration
- Safety, health & security
- Statutorily required services such as oversight of the bus driver certification, home schooling documentation

#### **Responsibilities and Essential Functions:**

"The following duties are representative of performance expectations; however, the list below is not ranked in order of importance."

- Completes all tasks associated with projects assigned by the Executive Director of Business and Innovation
- Upholds board policies and follows administrative guidelines and procedures

- Promotes a favorable image of the service center
  - Promotes the proper use and care of school property
  - Works collaboratively with agency management and support staff
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- Administers and is responsible for various business functions including, but not limited to, the following:
    - Grants management
    - Conference center administration
    - ESCCO health & safety program (as delineated in bylaws, policies, and administrative guidelines)
    - Management and optimization van transportation
    - Bus driver certification
    - Home schooling
  - Supports agency performance management
  - Ability and willingness to expand service offerings
  - Builds strong working relationship with the Fiscal Office
  - Assists in the development of agency administrative guidelines and procedures
  - Provides monthly updates of projects to the Executive Director of Business & Innovation
  - Maintains compliance with federal and state laws and regulations
  - Respects personal privacy. Maintains the confidentiality of privileged information
  - Reports evidence of suspected child abuse and neglect as required by law
  - Participates in staff meetings and other meetings as assigned
  - Accepts personal responsibility for decisions and conduct
  - Wears appropriate work attire and maintains a professional demeanor
  - Strives to develop rapport and serves as a positive role model for others
  - Performs other specific job-related duties as directed by the Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

**Conduct:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

**Terms of Employment:**

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

January 2020