



CIVIL DIVISION  
CLASS SPECIFICATION

SCHOOL BUSINESS MANAGER I

DATE ADOPTED: 08/01/1975

LAST REVISION: 03/02/2026

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**DISTINGUISHING FEATURES OF THE CLASS:**

An employee in this class is responsible for the business management and account-keeping activities of a school district. This position involves considerable independent responsibility for accurate and efficient management of school district financial and operating affairs. The work is performed under general direction of the Board of Education and the administrative head of the district. Supervision is exercised over clerical assistants and heads of operating departments.

**TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Prepares financial and statistical reports for board of education, superintendent of schools, and state authorities;
2. Keeps records of receipts and expenditures and bonded indebtedness;
3. Prepares tentative school budget, payrolls, purchase orders, and other business reports;
4. Makes periodic inspections of maintenance and custodial activities to insure they are performed according to regulations;
5. May act as clerk to the board of education;
6. Conducts correspondence on matters where general policy has been determined;
7. Acts as purchasing agent for school system.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Good knowledge of modern business administration procedures and equipment;

Good knowledge of public personnel practices and of budgetary procedures;

Good knowledge of accounting methods; ability to readily acquire familiarity with the laws, policies, regulations, practices and functions of the school district;

Ability to plan and supervise the work of others;

Ability to present written or oral comment and opinions clearly and concisely;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position

**MINIMUM QUALIFICATIONS:**

Two (2) years of full-time paid responsible experience in business administration or accounting for an organization or institution with approximately 50 or more employees or a school district **and any ONE of the following:**

EITHER: (1) Bachelor's degree in accounting or business, education, school, or public administration;

OR: (2) Bachelor's degree in subjects other than those listed in (1) above, PLUS two (2) more years of full-time paid responsible experience in business administration or in the compilation and maintenance of financial accounts and records.

OR: (3) Graduation from high school or its equivalent and four (4) years of full-time paid



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responsible experience in business administration or in the compilation and maintenance of financial accounts and records;

NOTE: Graduate training in accounting or business, education, school or public administration may be substituted for the required experience one year of such full-time training to equal one year of experience, however, a minimum of one year of experience will still be required.

**CIVIL DIVISION USE ONLY:**

**JURISDICTIONAL CLASSIFICATION: Competitive**

**REVISION HISTORY: 8/15/1979, 4/23/1998**