



CIVIL DIVISION
CLASS SPECIFICATION

SCHOOL BUSINESS MANAGER II

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 efficient operation of all business activities of a school district. Within the framework of general financial and operating policies and rules established by the Board of Education, this position has considerable latitude for the exercise of independent judgment. The work is performed under general direction of the Board of Education and the Superintendent of Schools. Supervision is exercised over staff members and heads of operating departments as assigned.

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. Confers with the Superintendent of Schools and administrative staff in order to plan, develop, present and implement operating budgets;
2. Confers with the Superintendent of Schools on a variety of business activities including but not limited to district policies, regulations, procedures, educational resources, etc.;
3. Serves as a liaison to the State Education Department and other agencies and organizations with respect to business, financial matters and other issues of concern;
4. Responsible for all financial management activities, reporting requirements and recommendations which includes related recordkeeping aspects of the district while maintaining the necessary legal processes and requirements;
5. Supervises staff members and heads of operating departments as assigned such as Business Office, Facility and Operations, Transportation, School Lunch and Purchasing and makes recommendations accordingly;
6. Develops objectives, establishes strategic direction and vision for staff in conformance with the district's mission statement, goals and objectives;
7. Manages and administers the district's risk management program and the district's employee health insurance programs;
8. Monitors the development of contract documents, bid specifications and awards for all construction and insures that approvals have been secured and that required reports and documents are processed in a timely manner;
9. Assists Human Resources in the development of collective bargaining strategies and proposals for all units and serves as financial consultant for district negotiation teams which includes, but is not limited to, analysis of negotiation proposals to indicate the impact upon current and future budgets;
10. Serves as a member of a variety of committees, project teams and attends Board meetings, conferences, activities and additional meetings as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of modern governmental budget and finance principles, procedures, equipment and practices necessary to oversee the preparation of budgets, investments, payrolls, warrants and bank accounts;

Knowledge of public administration necessary to maintain fiscal records for an agency;

Knowledge of accounting methods necessary to maintain fiscal records for an agency;



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Knowledge of the supervisory techniques in order to effectively supervise at both the first and second line levels;
Ability to readily acquire familiarity with the laws, policies, regulations and practices affecting a school district;
Ability to gather, compile and evaluate information and records, prepare reports, and make recommendations based on an analysis of data collected;
Ability to present written and oral comments and opinions clearly and concisely;
Ability to evaluate financial records;
Ability to present clear and concise financial reports;
Ability to write and speak effectively;
Ability to supervise the work of others;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Master's degree in Accounting, Business Administration, Public Administration, or a closely-related field and four (4) years of full-time paid accounting experience at least two (2) years of which must have involved working in a public school district;
- OR: (B) Bachelor's degree in Accounting, Business Administration, Public Administration, or a closely-related field and five (5) years of full-time paid accounting experience at least two (2) of which must have involved working in a public school district;
- OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

SPECIAL REQUIREMENT:

Possession of a New York State Driver License at time of appointment.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Competitive

REVISION HISTORY: 9/6/1979, 4/14/11