



## Charter School Business Manager

Class Code:  
CHS110001

Bargaining Unit: NON-BARGAINING

CITY OF CAPE CORAL  
Established Date: Jan 13, 2010  
Revision Date: June 15, 2020

### **SALARY RANGE**

\$26.44 - \$36.06 Hourly

\$54,995.20 - \$75,004.80 Annually

### **GENERAL STATEMENT OF JOB:**

Under the direction of the Charter School Superintendent, the Business Manager assists in developing, streamlining, coordinating, and performing various business functions within the Charter School system. Ensures Charter School goals and objectives are met through the budget planning process. The Business Manager will be involved in top-level strategizing, planning, forecasting, allocating resources, measuring performance, scheduling, budgetary processes, and supervision of assign staff. Employee will work with considerable independence within these parameters.

**Individual(s) assigned to this classification must report to work per their assigned schedule.**

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or logical assignment for this classification. Other duties may be required and assigned.

- Assists the Charter School Superintendent in the development of charter school policies and procedures related to business operations of schools.
- Assists the Charter School Superintendent in developing and amending city codes and ordinances relating to the charter schools for board approval.
- Responsible for overall preparation, proposal, and administration of the charter schools' annual operating budget.
- Performs detailed financial expense analysis through "what-if" statements and other computer modeling techniques. Presents options to the Charter School Superintendent who recommends financial solutions for board discussion, review, and approval.
- Assists the Charter School Superintendent with strategic decision analysis regarding the growth and expansion of the charter school system.
- Attends board and budgetary meetings with the Charter School Superintendent.
- Makes budgetary recommendations to Charter School Superintendent regarding staffing levels and position compensation. Review and analyze requests regarding personnel; items such as hiring, promotions, additional pay, overtime hours.
- Must be able to create and present financial impact analysis for use in the evaluation for change or addition in school operating and capital expenses.

- Attends and participates in meetings of the governing board, city council, and other committees and boards as needed. Performs charter school related tasked research for governing board and city council ad directed by the Charter School Superintendent.
- Responsible for adhering to approved comprehensive financial management policy.
- Responsible for any updates or amendments to the comprehensive financial management policies in the area of operating management, debt management, accounts management, financial planning,
- Perform various other financial services where able, such as procurement and purchasing, and works closely with multiple city departments to minimize the fiscal service chargeback costs related to the charter schools.
- Continue to develop and grow synergies amongst various city departments as well as outside community run programs that contribute to the ongoing growth and success of the City of Cape Coral Charter School System.
- Performs other related work as directed by the Charter School Superintendent.
- May be required to operate a motor vehicle in performance of assigned tasks.
- Management and supervisory skills are required for this position.
- Has considerable knowledge of modern office support functions.
- Has considerable knowledge of report and record maintenance principles and techniques.
- Has considerable knowledge of business English, the application of such to a variety of formats and styles and editing principles and techniques.
- Skilled in both written and oral communications.
- Ability to effectively utilize a variety of modern office equipment, i.e., computers, facsimile machines, and copiers.
- Ability to exercise discretion and maintain confidentiality of sensitive information received and processed.
- Ability to establish and maintain effective working relationship with supervisors, support staff, and other relevant organizations/individuals.
- Ability to review essential functions for efficient results and accuracy.

#### **MINIMUM QUALIFICATIONS:**

- Bachelors' degree in Business Management, Finance, or related field.
- Five (5) years' experience in financial management/financial institutions/financial accounting; supplemented by demonstrated abilities in budget management and administrative process coordination/development.
- Charter School or other educational system business experience preferred or such qualifications as the Board may find appropriate or acceptable.
- Must possess a valid state drivers' license and obtain a valid Florida Drivers' License within thirty (30) days.

**REPORTS TO:** Superintendent or designee.

#### **EXERTION TYPE:**

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

### **OTHER PHYSICAL REQUIREMENTS:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Tasks are generally performed in a common office environment.

The following selected physical activities are required to perform the essential functions of this position.

<b>Physical Requirement</b>	<b>Description</b>	<b>Percent of Time</b>
<b>Balancing</b>	Maintaining body equilibrium to prevent falling and walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	10%
<b>Climbing</b>	Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
<b>Crawling</b>	Moving about on hands and knees or hands and feet.	10%
<b>Crouching</b>	Bending the body downward and forward by bending leg and spine.	10%
<b>Feeling</b>	Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.	30%
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	70%
<b>Grasping</b>	Applying pressure to an object with the fingers and palm.	30%
<b>Hearing</b>	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<b>Kneeling</b>	Bending legs at knee to come to a rest on knee or knees.	10%
<b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	10%
<b>Pulling</b>	Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.	10%
<b>Pushing</b>	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	10%
<b>Reaching</b>	Extending hand(s) and arm(s) in any direction.	20%
<b>Repetitive Motion</b>	Substantial movements (motions) of the wrists, hands, and/or fingers.	10%
<b>Seeing</b>	The ability to perceive the nature of objects by the eye.	100%
<b>Sitting</b>	Particularly for sustained periods of time.	70%
<b>Standing</b>	Particularly for sustained periods of time.	10%
<b>Stooping</b>	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%

<b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	90%
<b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%
<b>Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.</b>		



# Charter School Business Manager

Class Code:  
CHS110001

Bargaining Unit: SALARY EMPLOYEE

CITY OF CAPE CORAL  
Established Date: Jan 13, 2010  
Revision Date: Jan 14, 2010

## SALARY RANGE

\$26.44 - \$36.06 Hourly  
\$2,115.20 - \$2,884.80 Biweekly  
\$4,582.93 - \$6,250.40 Monthly  
\$54,995.20 - \$75,004.80 Annually

### GENERAL STATEMENT OF JOB:

Under the direction of the Charter School Superintendent, the Business Manager assists in developing, streamlining, coordinating, and performing various business functions within the Charter School system. Ensures Charter School goals and objectives are met through the budget planning process. The Business Manager will be involved in top-level strategizing, planning, forecasting, allocating resources, measuring performance, scheduling, budgetary processes, and supervision of assigned staff. Employee will work with considerable independence within these parameters.

Individual(s) assigned to this classification must report to work per their assigned schedule.

### SPECIFIC DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Assists the Charter School Superintendent in the development of charter school policies and procedures related to business operation of schools.

Assists the Charter School Superintendent in developing and amending city codes and ordinances relating to the charter schools for board approval.

Responsible for overall preparation, proposal, and administration of the charter schools annual operating budget.

Performs detailed financial expense analysis through "what-if" statements and other computer modeling techniques. Presents options to the Charter School Superintendent who recommends financial solutions for board discussion, review, and approval.

Assists the Charter School Superintendent with strategic decisions analysis regarding the growth and expansion of the charter school system.

Attends board and budgetary meetings with the Charter School Superintendent.

Makes budgetary recommendations to Charter School Superintendent regarding staffing levels and position compensation. Review and analyze requests regarding personnel; items such as hiring, promotions, additional pay, overtime hours.

Must be able to create and present financial impact analysis for use in the evaluation for change or addition in school operating and capital expenses.

Attends and participates in meetings of the governing board, city council, and other committees and boards as needed. Performs charter school related tasked research for governing board and city council as directed by the Charter School Superintendent.

Responsible to adhering to approved comprehensive financial management policy.

Responsible for any updates or amendments to the comprehensive financial management policies in the area of operating management, debt management, accounts management, financial planning.

Perform various other financial services where able, such as procurement and purchasing, and works closely with multiple city departments to minimize the fiscal service chargeback costs related to the charter schools.

Continue to develop and grow synergies amongst various city departments as well as outside community run programs that contribute to the ongoing growth and success of the City of Cape Coral Charter School System.

Performs other related work as directed by the Charter School Superintendent.

May be required to operate a motor vehicle in performance of assigned tasks.

### **MINIMUM QUALIFICATIONS:**

Bachelors Degree in Business Management, Finance or related field required; with five (5) years experience in financial management/financial institutions/financial accounting; supplemented by demonstrated abilities in budget management and administrative process coordination/development. Charter School or other educational system business experience preferred or such other qualifications as the Board may find appropriate or acceptable.

### **SPECIAL REQUIREMENTS:**

Must posses a valid state driver's license and obtain a valid Florida Drivers License within thirty (30) days.

### **ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS, AND ABILITIES:**

Management and supervisory skills are required for this position.

Has considerable knowledge of modern office support functions.

Has considerable knowledge of report and record maintenance principles and techniques.

Has considerable knowledge of business English, the application of such to a variety of formats and styles, and editing principles and techniques.

Is skilled in both written and oral communications.

Is able to effectively utilize a variety of modern office equipment, i.e., computers, facsimile machines, and copiers.

Is able to exercise discretion and maintain confidentiality of sensitive information received and processed.

Is able to establish and maintain effective working relationship with supervisors, support staff, and other relevant organizations/individuals.

Is able to review essential functions for efficient results and accuracy.

### **MINIMUM STANDARDS REQUIRED:**

**Physical Requirements:** Tasks involve some walking, standing; some unassisted lifting, carrying, pushing and/or pulling of light weight objects up to 20 pounds. Tasks may involve extended periods of time at a keyboard, with extended periods of visual concentration.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of documentation, accounts, and reports.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

**Language Ability:** Requires the ability to read a variety of materials relevant to government, legal, and city administration operations that range from moderate to complex levels.

**Intelligence:** Requires the ability to analyze and interpret problems, and draw valid conclusions in task processing and prioritization.

**Verbal Aptitude:** Must communicate efficiently and effectively in Standard English. Must speak with poise, confidence, and voice control.

**Numerical Aptitude:** Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in handling, sorting, and filing documents.

**Manual Dexterity:** Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May require the ability to differentiate between colors or shades of color depending on department of assignment.

**Interpersonal Temperament:** Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

**Physical Communication:** Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes.





# The School District of Lee County

## Job Description

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**JOB TITLE:** Executive Director, Business Services

<b>FLSA STATUS:</b>	Exempt	<b>PAY GRADE:</b>	M
<b>SALARY SCHEDULE:</b>	Administrator	<b>JOB CODE:</b>	105560
<b>BARGAINING UNIT:</b>	Non-bargaining	<b>DAYS PER YEAR:</b>	255
<b>WORKER'S COMP CATEGORY:</b>	9101 - All Other		

**MAJOR FUNCTION:**

Ensure the strategic direction of the District is implemented in various departments in the Business and Finance Division. Direct and monitor special projects in the Division according to defined priorities and the strategic plan. Communicate expectations for department leaders in the Division and evaluate performance and continuous improvement in relation to stated goals.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree with major in business administration or a related field; Master's degree preferred.
- Five (5) years of experience managing purchasing, payroll, food service, budget, and auditing operations.
- Five (5) years of experience at a supervisory level.

Such alternatives to the above qualifications as the Board may find acceptable.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of state and federal rules related to finance, payroll, procurement, and other business-related areas.
- Skill in project management and personnel management with the ability to document clear and measurable requirements and performance standards.
- Skill in continuous improvement processes such as quality, best practices, and interest-based problem solving.
- Organizational, leadership, and managerial skills.
- Oral and written communication skills.
- Ability to work with and lead diverse groups of people.
- Knowledge of and experience with industry-standard computer applications.

**REPORTS TO:** Chief Financial Officer or Designated Administrator

**ESSENTIAL JOB FUNCTIONS:**

- Establish and oversee consistent, accurate, and cost-effective processes for District finance operations that are in support of the District's and School Board's goals and ensure adherence to state and federal law.
- Provide oversight to administrators and coordination of programs, priorities, and projects in the areas of Finance, Accounting, Payroll, Procurement, Asset



# The School District of Lee County

## Job Description

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Management, and Internal Audit in cooperation with school and department administrators and staff.

- Establish, lead, and monitor the division/department toward attainment of division strategic goals and objectives; partner with department leaders to implement and continuously improve the financial objectives of the District.
- Attend appropriate District and community functions and become actively involved with community, business, and professional groups in support of the District's strategic plan.
- Perform project management duties, including planning, prioritizing, and coordinating, and determine and deploy resources required to successfully complete projects on schedule and within budget, ensuring project objectives are fulfilled.
- Review policies and procedures continuously in order to make recommendations to improve upon and standardize processes.
- Assist in the preparations and issuance of various internal monthly and annual reports and performance measures that accurately represent District activities.
- Ensure department directors continually develop and improve their capabilities as managers and leaders.
- Lead and/or attend various meetings to communicate information; advise, recommend, and present technical proposals/plans/documentation.
- Plan and effectively manage the departmental budget.
- Generate creative solutions to District challenges.
- Prepare recommendations for School Board meeting agendas and attend and present information at School Board meetings as needed.

### OTHER JOB FUNCTIONS:

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

### EXERTION TYPE:

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.



# The School District of Lee County

## Job Description

### OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

The physical requirements of this position. (Please check all boxes that apply)		
Physical Requirement	Description	Percent of Time
<input checked="" type="checkbox"/> <b>Balancing</b>	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	10%
<input checked="" type="checkbox"/> <b>Climbing</b>	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
<input checked="" type="checkbox"/> <b>Crawling</b>	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> <b>Crouching</b>	Bending the body downward and forward by bending leg and spine.	10%
<input checked="" type="checkbox"/> <b>Feeling</b>	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	30%
<input checked="" type="checkbox"/> <b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	70%
<input checked="" type="checkbox"/> <b>Grasping</b>	Applying pressure to an object with the fingers and palm.	30%
<input checked="" type="checkbox"/> <b>Hearing</b>	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<input checked="" type="checkbox"/> <b>Kneeling</b>	Bending legs at knee to come to a rest on knee or knees.	10%
<input checked="" type="checkbox"/> <b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	10%
<input checked="" type="checkbox"/> <b>Pulling</b>	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	10%
<input checked="" type="checkbox"/> <b>Pushing</b>	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	10%
<input checked="" type="checkbox"/> <b>Reaching</b>	Extending hand(s) and arm(s) in any direction.	20%
<input checked="" type="checkbox"/> <b>Repetitive Motion</b>	Substantial movements (motions) of the wrists, hands, and/or fingers.	10%
<input checked="" type="checkbox"/> <b>Seeing</b>	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> <b>Sitting</b>	Particularly for sustained periods of time.	70%



## The School District of Lee County Job Description

<input checked="" type="checkbox"/> <b>Standing</b>	Particularly for sustained periods of time.	10%
<input checked="" type="checkbox"/> <b>Stooping</b>	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
<input checked="" type="checkbox"/> <b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	90%
<input checked="" type="checkbox"/> <b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%

**TERMS OF EMPLOYMENT:**

Twelve month year. Salary as established by the Board.

**JDE NUMBER:** E-12.07

**BOARD ADOPTION:** 9-8-09

**REVISIONS:** 6-27-13, 2-27-18, 8-27-19

**REVIEWED:** COMPENSATION & LABOR RELATIONS WILL COMPLETE

Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.