

TITLE: VOCATION CENTER BUSINESS MANAGER

QUALIFICATIONS:

1. High school diploma or equivalent; other formal education desirable or at least 3 years secretary experience.
2. Experience of high degree of skill in typing and other secretarial duties.
3. Evidence of high degree of skill in bookkeeping procedures.
4. Ability to operate typical office equipment and machines.
5. Such alternatives to the above qualifications that the Board may find appropriate and acceptable.

REPORTS TO: Principal/Director

PERFORMANCE RESPONSIBILITIES:

1. Count and record cash receipts.
2. Reconcile payable checks with bank statements and verify bank balance with statements.
3. Prepare and submit all reports promptly.
4. Obtain, gather, and organize data as needed and put into usable form.
5. Compose and/or type correspondence, reports, notices, minutes, etc.
6. Assist with receiving and placing telephone calls when requested.
7. Receive visitors.
8. Set up and maintain filing records.
9. Be regular and punctual in attendance.
10. Maintain confidentiality of any school system related information.
11. Maintain proper and professional relationship with other employees.
12. Perform duties in a manner that promotes good public relations.
13. Be familiar with and follow Board of Education policies.

14. Perform other reasonable office related duties as assigned.
15. Issue work-orders for live work in school shops.
16. Maintain work-order ledger and post daily.
17. Enroll and certify all veteran students.
18. Aid Director in preparation of Budget for Adult Vocational Evening Programs and Adult Basic Education (GED) Programs.

Terms of Employment: 12 months as determined by Board.

Salary to be determined by correct salary schedule.