

# HAZLETON AREA SCHOOL DISTRICT

## Position Description

**POSITION TITLE:** Board Secretary / Business Manager      **DATE:** March 27, 2025  
**DEPARTMENT:** Business Office      **REPORTS TO:** Superintendent of Schools  
**LOCATION:** Administration Building

### **POSITION GOAL:**

Effectively and efficiently manage the business operations of the district, serving as the Chief Financial Officer, Purchasing Agent, and Secretary to the Board of School Directors.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Direct the fiscal operations based on sound business principles associated with accounting, auditing, budgeting, financial reporting and financial planning.
2. Administer business systems for procurement, fixed assets, investment management, cash management including tax collection, debt management and risk management.
3. Prepare, issue, monitor and manage operating and capital budgets based on standards in the Meritorious Budget Award (MBA) program subject to the direction and approval of the Board of School Directors, Superintendent of Schools and Assistant to the Superintendent of Schools for the District.
4. Manage and oversee the support services that include transportation, food service, information systems, plant operations (maintenance), security and child accounting.
5. Supervise all financial procedures for administering the school budget, purchasing and preparation of bid specifications and documents and accounts payable.
6. Review, approve and process all purchase requisitions, orders and invoices for payment.
7. Act as liaison between the Business Office and the District Solicitor.
8. Utilize sound management practices and technology solutions to enhance business operations efficiency.
9. Recommend the employment of all Business Office employees to the Assistant to the Superintendent of Schools following screening and interviews as required by District hiring policy.
10. Perform, oversee and review evaluations are completed in the Business Office.
11. Responsible for taking minutes at the School Board meetings and preparing for School Board approval.
12. Perform all duties as Board Secretary as set forth in the Public School Code of 1949.
13. Serve in the capacity of liaison for all building improvement projects undertaken by the School District but not limited to the Architect, Engineer and Project Managers.
14. Work with members of the Administration and Board for a continued long-term capital improvement plan as it pertains to the infrastructure and maintain that it is current.
15. Assist with collective bargaining and contract negotiations with all employee groups as requested.
16. Regular attendance is an essential function of this position.
17. This position description does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

18. Maintain a procedures manual for this position, reviewing annually and submit any revisions to supervisor at time of evaluation.

**QUALIFICATIONS:**

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

1. Master's Degree in Business Administration (MBA) in finance or Certified Public Accountant (CPA).
2. Demonstrated expertise in School Business Management.
3. Effective problem-solving and decision-making skills.
4. Effective interpersonal and communication skills.
5. Computer literate and competent with word processing, spreadsheet, database applications, slide presentations, internet navigation and email.
6. Current Act 24 (82), Act 34, Act 114, Act 151, Act 168 clearances and pre-employment drug testing and physical with TB test required.
7. The person, while performing in this position, will be required to:
  - a. Use hands to finger, handle or feel objects, tools or controls, and to talk and hear;
  - b. Sit, stand and walk, and occasionally reach with hands and arms;
  - c. Have specific vision abilities, to include close vision, color vision, and the ability to adjust focus;
  - d. Have the ability to lift and/or move up to 25 pounds; and
  - e. Possess effective communication, judgment, planning and human relations skills, and will be required to work under periods of stress due to the level of the position responsibility.

**TERMS OF EMPLOYMENT**

1. 12 months; 8 hours per day.
2. Salary and benefits according to the agreement between the Board of School Directors and the Agreement for Employment of Business Manager, dated August 17, 2017 and H.A.E.A. and/or the H.A.A.S.A. benefit packages.

**VERIFICATION:**

The undersigned have read and concur with the information contained in this position description.

Position Holder \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_

The Hazleton Area School District is an equal opportunity employment, educational and service organization.