

**TOMPKINS COUNTY CIVIL SERVICE  
VACANCY  
Inclusion Through Diversity**

**OPEN TO THE PUBLIC**

Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** School Business Executive

**SALARY:** Up to \$139,000 depending upon experience

**TYPE OF EMPLOYMENT:** Full

**ISSUE DATE:** 06/20/24

**THE FINAL DATE TO FILE APPLICATIONS:** 07/05/24

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 07/06/24

**RESIDENCY:** Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

**MINIMUM QUALIFICATIONS:** Either:

A Possession of a Master's degree in Business or Public Administration and two (2) years of fulltime paid (or its part-time paid equivalent) professional business administration experience, which must have included accounting and budgeting duties, at least two years of which shall have been in a supervisory capacity; OR

B Possession of a Bachelor's degree in accounting, business administration or a closely related field with similar course curriculum and five (5) years of full-time paid (or its part-time paid equivalent) professional business administration experience, which must have included accounting and budgeting duties, at least two years of which shall have been in a supervisory capacity;  
OR

C Possession of an Associate's degree in accounting, business administration or a closely related field with similar course curriculum and seven (7) years of full-time paid (or its part-time paid equivalent) professional business administration experience, which must have included accounting and budgeting duties, at least two years of which shall have been in a supervisory capacity;  
OR

D Graduation from high school or possession of a high school equivalency diploma and nine (9) years of full-time paid (or its part-time paid equivalent) professional business administration experience, which must have included accounting and budgeting duties, at least two years of which shall have been in a supervisory capacity; OR

E An equivalent combination of training and experience as defined by the limits of (A), (B), (C) and (D) above.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional business management position responsible for the supervision, performance, management, and coordination of a variety of business functions for the School District. The School Business Executive has primary responsibility for the development and management of the school district budget, direct oversight of the district payroll and account keeping activities, and indirect oversight of the district transportation, food service, information technology and facilities operations. The School Business Executive also provides financial guidance and advisement to the Superintendent of Schools and Board of Education as appropriate. The work is performed in accordance with school district policies under the administrative direction of the Superintendent of Schools with wide leeway permitted for the exercise of independent judgment. Direct supervision is exercised over the administrative support staff of the Business Office and the directors of the transportation, food service, information technology and facilities operations. Indirect supervision is exercised over the work of the subordinate staff of the transportation, food service, information technology and facilities operations. Performs related work as required.

## **TYPICAL WORK ACTIVITIES:**

- Reviews and consolidates all budget requests and revenue sources to prepare and develop the annual district budget;
- Explains tentative budget to School Board, community groups, and news media to improve their understanding;
- Explains financial budget allocations to department heads;
- Evaluates the current and planned activities of the district and recommends to the Board particular budget cuts or supplementary budget amounts which should be considered;
- Supervises preparation of and transmits periodic and special financial reports to appropriate federal and state authorities and as required by the Board or Superintendent.
- Establishes accounting records and procedures to conform to district policy, state and federal requirements, and installs procedures for encumbrance, expense accounting, and distribution of revenues into proper fund accounts;
- Supervises the collection of revenues by establishing procedures for the district tax collector, treasurer, and assigned personnel;
- Makes fund transfers between accounts as appropriate to cover expenditures;
- Supervises the maintenance of grant accounts in order to make required reports to funding agencies;
- Develops and supervises the maintenance and control of property classification and inventory systems for fixed assets and supplies.
- Prepares long and short term financial plans for use by administrators and the Board of Education;
- Develops monthly cash flow statement to aid in determining cash available for investment and/or borrowing needs;
- Develops best available investment instruments and obtains quotes on interest rates considering investment amount, time of investment and prevailing interest rates;
- Develops plans for long term borrowings by use of capital notes and/or serial bonds including the preparation of repayment schedules and development of data for bond sale prospectus; arranges for sale of bonds in cooperation with bond consultants;
- Provides fiscal, statistical, and business management information in support of state and federal grant applications for district projects.
- Provides financial and other data for negotiating teams, fact finder, mediator, arbitrator, or representatives of employee organizations;
- Serves on school district negotiating team as assigned;
- Develops district insurance and risk management programs and makes recommendations to the Board;
- Periodically audits insurance coverage against inventories, appraisals, liabilities, and replacement cost;
- Monitors insurance requirements to assure timely review, renewal, revision, or cancellation;
- Oversees district compliance with Freedom of Information Law requests;
- Establishes a calendar of purchasing activities to assure timely ordering and delivery of goods and services;
- Writes specifications based on requests for supplies, services, and equipment;
- Determines needs for formal bidding, purchases through state contracts, sources exempt from bidding law, and those obtainable by direct purchase;
- Plans bid advertising in accordance with law and opens and analyzes bids to determine low bidder conformance to specifications; recommends bid awards to Board of Education.
- Directly supervises staff of Business Office and directors of transportation, food service, information technology and facilities operations;
- Directs, through supervisory staff, district transportation, food service, information technology and facilities operations.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

- Thorough knowledge of business administration procedures;
- Thorough knowledge of accounting methods and budgetary procedures;
- Thorough knowledge of the techniques of monitoring expenditure of funds;
- Thorough knowledge of debt and investment management;
- Good knowledge of purchasing and inventory practices;
- Good knowledge of the principles of cost analysis;
- Strong supervisory skills;
- Strong interpersonal skills;
- Skill in organizing and consolidating narrative and tabular information into a clear, logical, fiscal plan;
- Ability to communicate effectively both orally and in writing; ability to identify and anticipate financial problems and needs;
- Ability to identify and set priorities;
- Ability to verbally explain and defend budgets; ability to interpret financial reports; good judgment; integrity;
- Thoroughness;
- Physical condition commensurate with the duties of the position.

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## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850