

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Arlington, VA		5. Duty Station		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		6. OPM Certification No. 1085		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Explanation (Show any positions replaced)												13. Competitive Level Code 1041		14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment	1085 Educational Business Manager	TP	1701	*		
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment Department of Defense Education Activity		c. Third Subdivision District	
a. First Subdivision Department of Defense Dependents Schools		d. Fourth Subdivision	
b. Second Subdivision Area		e. Fifth Subdivision	

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Signature \_\_\_\_\_ Date \_\_\_\_\_

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Taffy Corrigan  
Acting Associate Director for Education  
Signature Taffy Corrigan Date 11/2/06

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

US OPM General Schedule Position Classification Flysheet for General Education and Training Series, GS-1701, TS-109, Oct 91.

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints an exemption from FLBA, is available from the personnel office or the U.S. Office of Personnel Management.

Typed Name and Title of Official Taking Action

Laura Perkins  
Chief, Classification and Compensation  
Signature Laura J. Perkins Date 11/2/06

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks  
\*To be determined based on incumbency.

25. Description of Major Duties and Responsibilities (See Attached)

## **1085 EDUCATIONAL BUSINESS MANAGER TP-1701**

### **INTRODUCTION**

The Department of Defense Education Activity (DoDEA) is a major Department of the Defense (DoD) field activity with worldwide scope. DoDEA delivers, in military communities worldwide, exemplary educational programs that inspire and prepare all students for success in a global environment. The Domestic Dependent Elementary and Secondary Schools (DDESS), located within the continental United States as well as Guam and Puerto Rico, and the Department of Defense Dependents Schools (DoDDS), located in foreign areas, provide a preschool through grade 12 educational program that inspires and prepares all students for success in a global environment. DoDEA is one of the largest, most diverse and geographically dispersed school jurisdictions. All schools in DoDEA are fully accredited and the DoDEA educational program consistently rates at or near the top in comparison with other school systems.

As a senior member of the District Superintendent's Office (DSO) staff, the Education Business Manager is responsible for managing, supervising, and providing substantive analytical and administrative support in the formulation, programming, planning, and execution of financial, logistical, and educational support services for schools in a district.

### **SUPERVISORY CONTROLS**

The incumbent works under the general supervision of the District Superintendent, who defines work by assigning deadlines and goals. The employee works independently to plan and carry out the assignment and resolve problems and issues as they arise. Informs the supervisor of unusual problems or difficulties encountered, particularly when controversial actions are involved. The supervisor evaluates completed work in terms of the final impact of program performance on achievement of financial and logistics goals, technical adequacy and accuracy of plans and proposals, and overall responsiveness and efficiency of support provided to the educational program.

### **MAJOR DUTIES AND RESPONSIBILITIES**

Responsible for planning, execution and coordination of all aspects of the district's financial support for a variety of programs supporting the educational mission. Collects, analyzes, verifies, consolidates, and submits operating budget estimates and projections for the district; monitors budget execution, conducts periodic financial reconciliations, maintains documentation supporting budget actions, reports budget activities timely and in the appropriate format, identifies budget surpluses and recommends reprogramming as needed. Administers the district's funds and manages the budgets for temporary duty (TDY) and travel for educational purposes (e.g., for participation in extra-duty activities). Performs management services, maintains documentation, and performs or coordinates activities unique to education-specific funds, such as teacher tuition assistance and extra-duty compensation. Evaluates the financial

operations of the district schools with emphasis on tuition collection, enrollment and eligibility, and student activity funds to ensure compliance with applicable directives and management controls techniques. Trains and supports district program managers, school administrators, and staff in functions necessary to support quality education programs, to include conducting on-site assistance visits when required. Plans, develops, and submits financial proposals to continually monitor and improve district financial policies, processes, procedures, and techniques.

Manages, supervises, coordinates, monitors, evaluates, and reports on the status and effectiveness of a broad array of logistics functions to support educational programs. Conducts short- and long-term studies to recommend revised policies, programs, and procedures for logistical support. Develops, implements, and monitors operating procedures for the district. Provides training, advice, and assistance to district staff- and school-level customers on logistical support services, which include, but are not limited, to the following:

Manages the negotiation, coordination, and monitoring of Inter-service Support Agreements and other agreements for support by the military departments or other customers, resolving issues as they arise or referring them to the appropriate office. In coordination with guidance established by the military or central procurement authority, monitors, records, and evaluates the effectiveness of contractual services provided within the district.

As the district's educational support manager, serves as point of contact for the facilities maintenance program. Assists in the coordination of the annual review and update of the five-year school facility improvement plan and other maintenance schedules (e.g., the summer maintenance schedule); develops and proposes priorities for unfunded facility maintenance, repair, construction, or renovation projects; monitors funding and studies the cost-effectiveness of facilities management actions; ensures billings are accurate and charged to the correct account; coordinates with the appropriate officials to ensure the procurement, distribution, repair, and maintenance of equipment; conducts or participates in on-site surveys of school facilities to ensure maintenance, safety, fire hazard, and other requirements are met; represents DoDDS on the Commander's Facilities Update Committee.

Supervises and manages the material management program for the district, including operation of the automated supply system. Provides direction, training, and support to district- and school-level supply personnel; conducts or oversees inventories and inventory management, and manages and maintains or ensures the maintenance of accountability for school supplies and equipment. Oversees the redistribution, or "excessing" or surplus property and unserviceable accountable property.

In coordination with the military community and the Transportation Management Office supports the school transportation program. Conducts the annual review of school zones, proposing boundaries, service areas, and pickup-points. Monitors, studies, and reports on transportation costs and the cost-effectiveness of transportation services and monitors and reports on the operational effectiveness of transportation carriers.

Manages the district's school support team providing functional authority and focal point for general administrative services such as safety, security, records management, cost reduction, space utilization, reports and surveys (including educational needs assessment surveys), Freedom of Information Act, Privacy Act, management controls, and community relations. Oversees the School Substitute Program, Key Control Program, Safe Schools Program, School Advisory Committee/Installation Advisory Committee training, and other similar services. Makes arrangements for conferences, seminars, on-site visits, and staff development sessions. Serves as the district's general office manager, performing such functions as initiating requests, establishing office procedures, and designing and implementing standard or customized office automation processes. Attends meetings, conferences, seminars, etc., and represents the District Superintendent in assigned areas of responsibility.

Performs a full range of first-level supervisory responsibilities. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Develops performance standards and evaluates work performance of subordinates. Gives advice, counsel, or instruction to employees on both work and administrative matters. Interviews candidates for positions in the unit and makes selection. Hears and resolves informal complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager. Effects minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases. Identifies developmental and training needs of employees, providing or arranging for needed development and training. Finds ways to improve production or increase the quality of the work directed

Performs other duties as assigned.

#### **OTHER SIGNIFICANT FACTS**

Incumbent will be required to respect the privacy and sensitivities of students and parents by controlling and restricting personal information to those with a need to know.

The incumbent may be required to travel by military and/or commercial aircraft, land, or sea transportation to a variety of stateside and/or overseas locations for meetings and conferences. The incumbent may be subject to a variety of environmental conditions to include the potential for exposure to acts of terrorism.