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Approval of District Personnel and Job Description

Purpose

The purpose of this report is to recommend formal Board approval for the elimination of the District Business Manager position and the concurrent creation and job description of the District Operations Specialist position, effective immediately. This administrative restructuring is designed to optimize internal accounting systems, establish strict internal fiscal controls, and ensure process-driven district office operations.

Operational Review Findings

Following the recent resignation in the business office, a comprehensive operational review of the district office's internal financial frameworks was conducted. The preliminary review identified significant structural vulnerabilities within the former organizational design:

- The previous District Business Manager framework consolidated high-level financial oversight, standard bookkeeping, and clerical board recording under a single non-exempt employee. This design lacked proper separation of duties, creating a substantial administrative bottleneck and an unsustainable audit exposure.
- The eliminated position description only required basic clerical competencies and preferred an Associate's degree, despite assigning that individual comprehensive management of the district's complete financial and accounting reporting systems.

Structural Highlights

To mitigate future liabilities and restore strict fiscal compliance, the administration has designed a standardized, process driven framework. The implementation of the District Operations Specialist position addresses past vulnerabilities through the following mechanisms:

- The redefined role removes unilateral financial oversight to establish a proper balance of administrative checks. The Specialist will execute technical functions such as full cycle payroll processing, public pension filings, insurance administration, and daily bookkeeping while working collaboratively alongside a District Business Coordinator and under the direct supervision of the Superintendent.
- The new qualification framework shifts baseline expectations by preferring a Bachelor's degree in business, school finance, or accounting. This standard ensures that the individual handling the district's ledger has proven technical competencies in municipal finance and internal auditing preparation.

Position Parameters

The proposed position description outlines the specific employment terms and conditions for the role:

- The role is designated as an at-will, salaried non-exempt position.
- The position requires a schedule tracking a 246-day annual work calendar.
- The annual base salary is recommended by the Superintendent and approved by the Board of Education, with overtime paid in accordance with the Fair Labor Standards Act for any hours worked over 40 in a workweek.
- The job description requires the full integration of comprehensive duties including bookkeeping, payroll functions, human resources administration, insurance programs, and board secretary functions.

- The market salary range for a 246-day business operations position in Illinois typically spans from \$48,000 to \$65,000 annually, depending on whether the candidate satisfies the preferred accounting degree and school finance experience criteria.
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Administrative Recommendation

The administration is highly confident that this administrative restructuring will eliminate operational bottlenecks, strengthen our internal reporting structures, and establish predictable organizational consistency within the district office. This restructuring is completely cost neutral and serves to secure public funds through standardized administrative design.

The administration recommends that the Board of Education take formal action to approve the elimination of the District Business Manager position and approve the job description for the District Operations Specialist as presented.