



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Manager
Payroll/Personnel Type:	11 or 12 Month
Reports to:	Director

Position Summary:

Perform duties required to guide and coordinate, directly or through subordinate supervisors, department or program activities including programmatic and financial responsibilities.

Essential Functions:

- Supervise department or program staff to include training, analyzing and resolving work problems or assisting in solving work problems; evaluate performance and approve personnel actions such as hiring, rate increases, position changes and disciplinary measures
- Plan, develop and implement policies and goals for the area of responsibility
- Review and analyze reports, records and directives to obtain data required for planning activities and workflows
- Assign or delegate responsibility for specified work or functional activities and disseminate district policy to employees
- Give work direction, resolve problems, prepare schedules and set deadlines to ensure timely completion of work
- Coordinate area's activities with related activities of other areas to ensure efficiency and economy
- Prepare and submit budget for approval, monitoring expenses to ensure budgetary compliance
- Prepare reports and records on area's activities for internal and external distribution
- Evaluate current procedures and practices for accomplishing objectives to develop and implement improved procedures and practices
- Prepare and distribute bid packages; analyze returned packages, prepare financial and other selection criteria and make recommendations
- Respond to inquiries requiring research and/or explanation regarding department or program functions
- Perform related duties or special projects as assigned

Knowledge, Skills, and Abilities:

- Ability to apply basic principles to solve practical problems
- Ability to deal with a variety of variables in situations where only limited standardization exists

Experience:

- Minimum of five years job related experience

Education:

- Broad knowledge of a discipline equivalent to a complete college or university education
- OR equivalent capabilities

Physical Requirements:

- Must be physically able to operate a motor vehicle



**Board of Education of the City of St. Louis
CAREER OPPORTUNITY**

- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee	Date
Immediate Supervisor	Date
Human Resources	Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.