**SCHOOL SAFETY & FACILITY MANAGEMENT BUSINESS ADMINISTRATOR**

**Business Administrator IV**

Labor Grade: 29  
Position #: 44641

*See total compensation information at the bottom of announcement.*

The State of New Hampshire, Department of Education, Division of Education Analytics & Resources & Bureau of School Safety & Facility Management has a full time vacancy for Business Administrator IV.

Summary:
To administer the finances and data for the School Safety and Facility Management Bureau, including updating, processing, and maintaining financial data.

Responsibilities:
Administers and maintains a tracking system for school building aid, public school infrastructure grants, lead removal grants, lease aid, or other state aid payments.
Evaluates districts' fiscal capacity for maintenance and operations and analyzes schools' maintenance and operations practices.
Formulates, creates and extracts school building aid, public school infrastructure grant, lead removal grant, lease aid, or other facility reports for legislative purposes and prepares testimony concerning financial operations at budgetary hearings and legislative or executive committees.
Presents, updates, evaluates, and maintains records to predict the amount of money needed for all school renovations, additions, new building projects, lease payments, and proper operation and maintenance.
Formulates, writes, and evaluates policies that support the school building aid program or other programs related to school facilities, such as the procedures necessary to complete audit reviews of building aid projects and public school infrastructure projects when complete.
Evaluates and calculates the school building aid grant percentages for each school district, calculates and processes the school building aid payments, and sends reports to school business administrators showing their upcoming school building aid rates and payments.
Creates and reviews the financial part of school building aid applications and assists the administrator with ranking the applications.
Supervises the response to questions concerning the financial aspects of the building aid program or other school facility related programs and supervises the Qualified Zone Academy Bond (QZAB) grants and other facility related grants.
Supervises the preparation of rule-making and tracks regulations pertaining to school facility facilities.
Confers with directors and agency administrators on financial requirements, budget preparation and fiscal procedures and creates, generates and present financial and facility reports, as needed.

Other information:
**MINIMUM QUALIFICATIONS:**
Education: Master's degree from a recognized college or university with a major study in accounting, public administration or business administration.
Experience: Seven years' professional experience in accounting or business administration involving fiscal management, including four years of supervisory or administrative experience. Each additional year of approved work experience may be substituted for
one year of required formal education at the graduate level only.
License/Certification: None required.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job
duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the
supplemental job description provided that such duties are characteristic of that classification.

For further information please contact Amy Clark at Amy.C.Clark@doe.nh.gov.

*TOTAL COMPENSATION INFORMATION

The State of NH total compensation package features an outstanding set of employee benefits, including:

HMO or POS Medical and Prescription Drug Benefits:
The actual value of State-paid health benefits is based on the employee's union status, and employee per pay period health benefit
contributions will vary depending on the type of plan selected.

See this link for details on State-paid health benefits: https://das.nh.gov/hr/benefits.html

Value of State's share of Employee's Retirement: 11.93% of pay

Other Benefits:
- Dental Plan at minimal cost for employees and their families ($500-$1800 value)
- Flexible Spending healthcare and childcare reimbursement accounts
- State defined benefit retirement plan and Deferred Compensation 457(b) plan
- Work/life balance flexible schedules, paid holidays and generous leave plan
- $50,000 state-paid life insurance plus additional low cost group life insurance
- Incentive-based Wellness Program (ability to earn up to $500)

Total Compensation Statement Worksheet:
https://das.nh.gov/documents/hr/JobSearch/FINAL_TOTAL_COMP_STATEMENT_ISSUE.xlsx

Want the specifics? Explore the Benefits of State Employment on our website:
https://das.nh.gov/hr/documents/BenefitBrochure.pdf
https://das.nh.gov/hr/index.aspx

EOE
TDD Access: Relay NH 1-800-735-2964