



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

Position Title:	Manager
Payroll/Personnel Type:	11 or 12 Month
Job #:	8570
Reports to:	Director
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

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:



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