



***An Invitation to Apply for the Position of
Business Administrator
Morrisville-Eaton Central School District***

The Morrisville-Eaton Central School District is seeking applicants for the leadership position of Business Administrator. We are seeking a highly qualified individual to join our focused administrative team. The successful candidate will be a collaborative leader with an ability to build on and develop relationships with our community, BOCES, local college, service agencies, and business partners to enhance opportunities for our students. The ability to communicate with and facilitate constituent groups is critical, along with the ability to ensure effective and efficient use of resources. The candidate should be politically informed and have a solid understanding of applicable provisions of the Education Law, regulations of the Comptroller and the Education Department, including but not limited to those pertaining to BOCES and school district funding, BOCES and school district business management, vendor and community partnerships, contract and labor negotiations, BOCES CoSers, school district regulations and reform initiatives.

Invitation to Apply:

The Superintendent of the Morrisville-Eaton Central School invites interested, qualified leaders to submit an application for the position of Business Administrator. The search will be conducted over the next couple of months with a successful candidate assuming the position on or about July 1, 2021.

Roles and Responsibilities:

- ❖ Oversee/manage all banking, financial reporting, and business operations for the district.
- ❖ Oversee the maintenance department and construction of MECS District facilities.
- ❖ Assist the Superintendent in the interpretation and administration of New York State Education Department (NYSED) cooperative service agreements.
- ❖ Ensure the application of a transparent and accurate District budget development process.
- ❖ Oversee all aspects of the MECS non-instructional support staff and programs.
- ❖ Provide leadership to all non-instructional personnel.
- ❖ Identify, analyze, and assist in the improvement of all non-instructional programs and facilities.
- ❖ Conduct research or studies in finance or other areas of administration for the District as requested by the Superintendent.
- ❖ Actively participate in the District's Health Insurance Consortium
- ❖ Actively participate in meetings for Madison-Oneida BOCES component district school business officials.

Leadership Qualifications:

- ❖ An innovative, creative, and visionary leader who will inspire, lead and support administrative/management services.
- ❖ Be able to identify potential areas of improvement, establish priorities, implement solutions, and evaluate results.
- ❖ Capable of assessing local needs and coordinating staff to provide quality programs and services.
- ❖ A strong, effective written and verbal communicator with excellent presentation skills.
- ❖ An effective user of technology.
- ❖ A proven leader who demonstrates a style that encourages collaboration, partnerships, and responsiveness to district needs.
- ❖ Delegates authority and holds others accountable.

Salary and Benefits:

The salary and benefits will be commensurate with experience, qualifications, educational, and leadership background.

Timeline:

The Board anticipates making an appointment in May 2021 with the new Business Administrator expected to assume the position on July 1, 2021.

Application Process:

Applicants must possess or be eligible for New York State School District Administrator (SDA), School Business Administrator (SBA), School District Leader (SDL) or School District Business Leader (SDBL) Certification.

Interested candidates should submit a letter of interest, current resume, administrative certification, college transcripts, and Confidential Placement File or Three (3) Confidential Letters of Reference by April 30, 2021.

All materials should be sent to:

Mr. Gregory Molloy, Superintendent of Schools
Morrisville-Eaton Central Schools
PO Box 990
Morrisville, NY 13408
Phone: 315-684-9300



The Morrisville-Eaton Central School District does not discriminate on the basis of race, color, creed, national origin, gender, age, disability, marital or parental status in any of its activities including employment and educational programs.