



School Administrative Unit #41

Hollis, Brookline & Hollis-Brookline Cooperative School Districts
Office of the Superintendent of Schools
4 Lund Lane
Hollis, New Hampshire 03049
603.324.5999 fax 603.465.3933

NOTICE OF VACANCY

POSITION: Business Administrator (Anticipated)
DISTRICT: SAU 41- Hollis, Brookline & Hollis-Brookline Cooperative School Districts
BUILDING: SAU Central Office
SALARY: Competitive Salary based on experience; Full-Time, Full-Year

POSITION DESCRIPTION:

SAU 41 is seeking qualified candidates for the role of Business Administrator. Responsibilities include, but are not limited to: Managing multi-district resources to effect a positive outcome on education; providing efficient management of district operations and maintenance, including facilities planning and construction, Food Service and Information Technology; overseeing financial activities and risk management issues; administering district purchasing function; coordinating transportation scheduling; monitoring Maintenance, Information Technology and Food Service programs; supporting all School Board and committee requirements and activities; other duties as assigned

MINIMUM REQUIREMENTS:

Bachelors in Business Administration or equivalent; Five or more years of experience in business administration for school district preferred; Must be eligible for NH School Business Administrators Certification; computer literacy with ability to use financial based software; Must have a valid Driver's License; Must be able to successfully pass a State and Federal Criminal Records Check;

TO APPLY: Submit application, resume, letters of reference and other required documentation online by visiting the Human Resources page of our website: www.sau41.org.
All applicants must apply online.

Deadline to apply is Friday, April 10, 2015.

Posted 3/27/15

SAU #41 is an Equal Opportunity Employer that ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability.