



Iowa Association of School Business Officials

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The Iowa Association of School Business Officials (IASBO) Board of Directors is looking to fill its Executive Director position.

The IASBO Board of Directors will be accepting applications, resumes and reference letters through October 13, 2017.

Please go to the IASBO website <http://www.iowa-asbo.org/> to complete an application.

A job description for the Executive Director position has been included below.

Iowa Association of School Business Officials IASBO Executive Director Job Description

Qualifications:

- Bachelor's Degree in Business, Education, or related field.
- Iowa School Business Official Certification preferred.
- Effective written and oral communication skills.

Job Goal:

To administer programs, goals, strategies, and membership functions which include providing activities to inform and assist members with their job responsibilities.

General Performance Responsibilities:

1. Serve as chief executive officer and administrative representative of the Association, administering and coordinating all activities of IASBO and implementing decisions of the Board of Directors.
2. Plan, formulate and recommend an overall program designed to further the objective of IASBO.
3. Receive, review and pay all approved expenditures. Complete monthly financial records and forward to IASBO treasurer for processing.
4. Prepare an annual budget.

5. Ensure that all statutory laws, administrative rules and the Bylaws and Policy Manual governing IASBO are followed.
6. Review proposed activities and functions to confirm compliance with the Constitution and/or By-laws or other guidelines or laws with IASBO Legal Counsel.
7. Coordinate the development of meeting agendas and other activities with the chairperson of the Board of Directors and committees.
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9. Prepare articles and collect information for the production of newsletters.
10. Furnish and coordinate information to be forwarded to the web page/newsletter organizer.
11. Establish and maintain working relationships with other education associations, organizations, and the general public to enhance the position of IASBO and its constituencies.
12. Establish and maintain a contact with the executive directors of other states and provinces and with the headquarters of ASBO International.
13. Contact sales representatives of hotels and other public locations to make arrangements for conferences, meetings or other uses.
14. Explore expansion of current IASBO programs and the creation of new IASBO programs and report to Board of Directors.
15. Attend the appropriate sessions of IASBO Board of Directors.
16. Review of SBO credential course work and facilitate approval with the BoEE or other appropriate agency officials.
17. Other duties as assigned by the Board of Directors of IASBO.