



Job Description

Job Summary

The District Business Manager is responsible for managing the day-to-day business operations of the District, implementing Board policies and directives, ensuring legal and regulatory compliance, and coordinate between service providers as directed by the Executive Director.

Essential Functions

1. **Administrative Leadership.** Provides executive administrative and financial support to the Executive Director while managing the District's financial, administrative, contractual, and compliance functions. Maintain a database of all monthly, quarterly and yearly contracts to ensure timely delivery of payable and services. May approve routine expenditures within adopted budget and purchasing policies. Will work under the direct supervision of the Executive Director.
2. **Policy Implementation.** Implements Board approved policies under the direction of the Executive Director.
3. **Legal and Regulatory Compliance.** Ensures the District's compliance and documentation with all applicable federal, state, and local laws and regulations as directed by legal counsel. Acts as the appointed Open Records Manager, Records Management officer, JIPAA Compliance Officer, Records Retention Officer responsible for responding to all open records inquiries, and maintains all records in compliance with governing codes, thereby supporting transparency and adherence to open-government standards.
4. **Strategic Planning.** Provides financial analysis to Executive Director when requested in developing, managing, and executing long-term strategic plans and financial forecasts by evaluating District and service provider needs, goals, and objectives, economic trends, growth patterns, market conditions, and property values, ensuring alignment with public policies and community priorities.
5. **Infrastructure and Resource Management.** Assists Executive Director when requested in planning, coordinating, and managing strategically planned and placed capital improvement projects and resource acquisitions to meet the needs of the District, service providers, and the public.
6. **Human Resources.** Administers human resources functions by supporting recruitment, retention, and training activities, processing and maintaining required employment documentation, verifying and tracking personnel information, administering payroll processes, managing employee records, and developing and implementing an Employee Handbook in accordance with Board approval.
7. **Monthly/Annual Functions:** Accounts payable, Accounts Receivable, Payroll, Budget preparation, Audit Coordination, Investment Reporting, Debt Reporting, Tax Collections



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coordination, Insurance renewals, Assets inventory, Grant reimbursement, Board agenda and minutes preparation, Meeting Notices.

8. **Other duties.** As assigned.

Professional Requirements and Qualifications

The District is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status. Any combination of education and experience that meets the job requirements may be considered for this position at the discretion of the District Board.

- Eligible to work in the United States and Texas.
- Hold a valid Class-C Texas Driver's License or obtain within 30 days of hire.
- Hold a minimum associates degree in business administration, public administration, public financial management, fire administration, or related field; or equivalent experience in a related field.
- Have completed Texas Open Meetings Act and Public Information Act training within 30 days of hire.
- Knowledge of generally accepted accounting principles, governmental accounting, budgeting, auditing, grant administration, taxation, financial reporting, cash-flow analysis, debt service, and financial forecasting.
- Proficiency with administrative software systems such as Microsoft Office, Quickbooks, Excel or equivalent software.
- Ability to maintain confidentiality of personnel and financial information.
- Ability to assume duties of Records Management Officer for the District and handle any Open Records Request as prescribed by law.

Preferred knowledge, skills, and abilities

- Knowledge of Texas Health and Safety Code Chapter 775, the Texas Open Meetings Act (TOMA), the Texas Public Information Act (TPIA), and the Health Insurance Portability and Accountability Act (HIPAA).
- Knowledge of Emergency Services District operations, fire suppression and EMS operations, including volunteer and career departments, public and private EMS providers involved in 911 response, to include strategic planning.
- Knowledge of contract management, procurement planning, solicitation processes, negotiation procedures, and negotiation techniques to include service provider contracts, mutual aid agreements, interlocal agreements, and memoranda of understanding. Including, but not limited to, annual reporting requirements, interlocal agreements, service contracts, insurance renewals, recurring contractual obligations.



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- Knowledge of capital improvement and construction projects and procurement methods.
- Communicates clearly and professionally, both verbally and in writing; prepares well-organized written reports and presentations.
- Works independently, managing projects from start to finish, prioritizing tasks, and evaluating complex issues.
- Protects confidential and sensitive information at all times.
- Achieves Board goals, budget performance, strategic plan implementation, compliance requirements, public trust, operational effectiveness and organizational leadership.
- Operates computers and standard office equipment proficiently.
- Performs all physical, intellectual, and analytical duties of the position, including making sound decisions.
- Consistently exhibits integrity, professionalism, and strong moral character.
- Ability to successfully complete a post-offer background investigation, which may include fingerprinting, criminal history review, driving record screening, reference checks, employment verification, and credit evaluation.
- Ability to maintain productive and professional working relationships with co-workers, elected and appointed officials, service providers, taxpayers, and the public.
- Ability to conduct and participate in public meetings and workshops, consistently representing the organization in a positive and professional manner.
- Ability to report to work as scheduled, exhibit professional attire, and maintain a neat and clean appearance.

Physical Requirements

- Able to reach, bend, stoop, and handle objects with hands and fingers, plus the ability to speak, hear, and see as necessary to perform essential job functions.
- Able to work extended or irregular hours when required, including evenings.
- Able to work effectively under stressful conditions and during periods of significant pressure.
- Able to perform duties in climate -controlled environments, plus outdoors as needed.
- Capable of performing light to moderate physical work, including lifting or carrying up to 25 pounds.

Work Environment and Salary Expectations

The District Business Manager typically works in an office setting and works under the supervision of the Executive Director and reports directly to the Executive Director. The District Business Manager may



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travel for meetings and workshops. The role requires balancing administrative duties, public and stakeholder engagement, and strategic oversight. Will be required to attend all Board meetings.

This position is a salaried, exempt position and will be compensated depending upon qualifications.