UPPER ADAMS SCHOOL DISTRICT
POSITION OPENING

Upper Adams School District is seeking a qualified **Assistant Business Administrator** to manage operations in the Business Office, Transportation, and Buildings & Grounds departments. This role is primarily responsible for routing buses, managing student transportation records, overseeing driver and conductor compliance, and maintaining daily transportation operations and safety protocols in accordance with state laws and district policies. Additionally, the Assistant Business Administrator manages child accounting and student tracking databases (including PowerSchool and PIMS integration), coordinates state reporting submissions, assists with food services and project bids, and supports short- and long-term facility planning and budgeting.

The ideal candidate will possess demonstrated technical and administrative abilities, strong organizational skills, and the capacity to multitask and manage challenging situations tactfully. Primary responsibilities also include executing PDE-accepted accounting procedures, assisting with annual audits, managing facility usage permits and athletic transportation, and ensuring workplace safety and emergency preparedness.

Qualifications:

1. Bachelor's degree required (accounting, management or a related field preferred).
2. Working knowledge in the trades preferred.
3. Excellent interpersonal skills, tact, and ability to multitask under challenging situations without direct supervision.
4. Knowledge or ability to learn new software such as Microsoft Word, Excel, e-mail, internet, transportation mapping programs, databases and to read and interpret technical building system documentation.
5. Ability to read and interpret regulations and strong written and verbal communication skills.
6. Physical capability to lift up to 50 lbs and work in outdoor environments.

Apply now: Visit **www.upperadams.org** > Employment > Support/Cabinet Support > Assistant Business Administrator.

Contact Katie Hollabaugh, Human Resources Coordinator, for more information at 717-677-7191 ext. 2721 or k.hollabaugh2@upperadams.org.

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