

ASSISTANT SUPERINTENDENT OF FINANCE AND OPERATIONS

Classification: Administrator

Location: District Office

Reports to: Superintendent

FLSA Status: Exempt

Employee Group: Executive Exempt

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary: Provides leadership and strategic vision for budgeting, financial management, business operations, and district partnerships and elections. Provides supervision to administrators responsible for financial and accounting operations, purchasing, facilities operations and maintenance, risk management, transportation services, nutrition services, community services, technology and Information services, warehouse, and courier services. Advance school district priorities as identified in the school district's strategic plan, including equitable practices.

Part II: Supervision and Controls over the Work: Serves under the broad guidance and administrative supervision of the Superintendent. Is held responsible for results in terms of effectiveness of planning, policies, programs, and for achievement of district goals and objectives. Work is guided by, and must be in compliance with, federal and state law, generally accepted accounting principles, state auditor requirements, policy direction of the School Board, operational direction of the Superintendent, and compliance with state and local regulatory agencies.

Part III: Major Duties and Responsibilities:

1. District Leadership: Works as a member of a collaborative senior executive team to create a high functioning leadership system that promotes success for each student and attainment of district goals.
2. Planning and Programming: Stays abreast of research on the changing nature of the profession, the field of public financial, organizational, and business management, and changing national, regional and local trends that may impact program areas. Participates in discussions on evolving demands and expectations and the impact those demands and expectations will have on assigned programs. Uses forecasting tools and strategies to forecast resource requirements and to predict future needs. Anticipates and develops strategies and programs that respond effectively to anticipated needs, the changing educational environment, and conform to the District's equity lens.

3. Financial Management and Strategic Planning: Advises the Superintendent and Board on the financial needs and implications of District programs.

a. Provides leadership in long-range financial planning to include development of local option levy or bond initiatives and strategies.

b. Monitors the budget process to ensure compliance and a positive financial status.

c. Advises Superintendent and Board on a variety of business, real estate, and financial matters.

d. Compiles data, does research and analysis on specific areas of finance and presents reports to the Superintendent and the School Board.

e. Reviews and develops internal control procedures and monitors compliance.

f. Oversees the activities of the administrators responsible for managing budget execution, cash management, and financial accounting to include preparation of periodic and annual financial reports.

4. Department Oversight: Oversees the District's transportation services, business services (including business operations, purchasing, accounting, payroll, budgeting, accounts payable, warehouse, couriers, and risk management), nutrition services, community services, technology and information services, and facilities maintenance management. Administers programs within approved budget parameters including allocation of staff (FTE) resources. Direct reports include:

a. Chief Financial Officer (directly supervises administrators and staff responsible for finance, business operations, purchasing, accounting, payroll, budgeting, accounts payable, warehouse, couriers, and risk management)

b. Executive Director of Technology and Information Services

c. Director of Transportation

d. Director of Facility Operations

e. Nutrition Services

f. Community Services Supervisor

Provides support to the superintendent as needed with capital planning to include:

a. Assisting in facility and site planning and improvement program.

b. Coordinating acquisition and disposal of real property.

c. Coordinating property development and zoning with city and county offices.

5. Contractual Agreements: Develops and administers external contracts between the District and other organizations or agencies.

a. Develops and implements contracted service agreements for auditor (via business services), insurance agent of record, food service management, and other agreements in areas of assignment.

b. Monitors and evaluates service agreements for performance, effectiveness, and potential risk.

c. Coordinates legal evaluation of contracts and agreements, and participates in dispute resolution as necessary.

6. Policy Formulation and Guidance: Recognizes the need for and formulates policies necessary to implement organizational goals and objectives and to assure effective implementation and operation of assigned programs. Establishes a system for periodic review of policies to determine when modifications are necessary to advance the goals of assigned departments and to serve the overall needs of employees and managers and the organization. Co-facilitates the District's Policy Review Team

7. Labor Relations and Collective Bargaining: Participates in the collective bargaining process to include identifying and researching bargaining issues. Assists in developing bargaining strategies and positions and participates as a member of the District bargaining team.

8. Human Resource Management: Oversees organizational management in all assigned areas. Assures that functions are effectively structured and work coordination procedures are in place to achieve a high level of integration and synergy across programs functions. Approves position structures and operating practices essential to the development and delivering of quality programs and services. Recruits and assigns staff ensuring that they possess and practice the values necessary to achieving the level of program delivery and customer service that is essential to a highly effective organization. Assesses, evaluates, and provides for training and professional development of subordinate staff. Creates communication, collaboration and coordination processes that assure all staff is timely and effectively informed of department policies, issues, and guidance that their programs are expected to support. Establishes an environment in which all staff members are comfortable and forthcoming in sharing their ideas, needs and concerns, and in which the staff collaboratively works together to seek solutions and resolutions.

9. Program Evaluation, Analysis and Feedback: Establishes a system of data collection and analysis that provides for continuous assessment of program effectiveness and/or changing needs. At least annually, conducts a comprehensive assessment review of all programs to determine their level of effectiveness and contribution to the mission of the department and to identify problem areas, areas of high success, and areas in needs of change. Prepares structured presentations to the Superintendent to share the program evaluation results.

10. Serves as first responder to emergency and after hour situations. Provides coordination for Districts incident command and emergency response systems.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

1. Incumbents must have successful experience in working with culturally and linguistically diverse staff members, families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Master's degree in business, financial management, accounting, legal, educational leadership, or related field.
3. Minimum of five (5) years of organizational leadership experience which included financial management and business operations.
4. Strong analytical and problem solving skills, and understanding of "client-centered" support and services.
5. Excellent oral, written, and interpersonal communication skills.
6. Ability to work both independently and cooperatively.
7. Ability to organize work, set priorities, and meet deadlines. Ability to establish effective working relationships at all levels of the organization.
8. Ability to remain calm, deliberate, and tactful in stressful and emotional situations.
9. Experience in a unionized environment.
10. Demonstrated leadership ability to include strategic planning and visioning, goal setting, program planning and implementation, and project management.
11. Demonstrated supervisory ability to include selection, development, evaluation, and management of administrative, support, and professional staff.

12. Valid state driver's license.

Part V: Desired Qualifications:

1. Leadership experience in a public K-12 school environment.
2. Bilingual skills in language(s) appropriate to the District's student and parent demographics.

Part VI: Physical and Environmental Requirements of the Position: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal. The employee must occasionally lift and/or move 25 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may sit or stand for longer than 2 hours at a time, may lift objects repeatedly, and may undertake repeated motions.