

## WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

**TITLE:** Assistant Superintendent for Administration

**EMPLOYEE CATEGORY:** 1/Administrative Personnel

### QUALIFICATIONS:

- (1) Minimum of a Master's Degree in Finance, Business Administration or Educational Leadership.
- (2) Minimum of ten (10) years successful experience in the education field with a minimum of two (2) of these years in a managerial or administrative position or have related administrative / managerial experience in Business / Finance area.
- (3) In lieu of the above, possess a combination of training and experience substantially equivalent to these requirements.

### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of governmental accounting standards, Florida School Law and State Board of Education regulations. Management skills in supervising areas of budgeting, accounting, auditing, purchasing, investments, risk management and food service. Ability to plan and analyze. Ability to use personal computer / mainframe software and hardware. Knowledge of banking as it relates to investments. Ability to use effective public relations skills. Ability to effectively use problem-solving skills, group dynamics and communication skills for both oral and written presentations.

**REPORTS TO:** Superintendent

### JOB GOAL

To provide substantial and effective leadership, direction and oversight in developing, coordinating and maintaining fiscal and administrative services and fiscal solvency to facilitate successful educational programs and related support services throughout the District.

**SUPERVISES:** Assigned Personnel

### PERFORMANCE RESPONSIBILITIES:

#### Service Delivery

1. Administer the functions of financial services including budgeting, financial accounting, program cost reporting, accounts payable, cash receipts and cash flow.
2. Administer functions of payroll and the employee benefits program.
3. Coordinate the preparation of financial reports as required by state and federal agencies having jurisdiction over public school funds.
4. Coordinate the preparation and submittal of monthly financial statements to the Superintendent and School Board.
5. Assist in arriving at collective bargaining agreements.

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6. Facilitate and oversee the ongoing financial audit process by other agencies, respond to auditors' concerns and questions during such audits and coordinate the District's formal response to such audits.
7. Arrange for and oversee the required audit of internal accounts.
8. Conduct follow-up activities to remedy financial audit report findings of an adverse nature.
9. Oversee District's purchasing including RFP's, bids and contracts as necessary, with responsibility for managing and coordinating purchasing through the District assuring maximum value educationally and financially in securing supplies, materials, equipment and services.
10. Coordinate and manage the acquisition and disposition of property in coordination with other person's assigned responsibility for property control.
11. Review project ledgers on construction projects and routinely reconcile to accounting records the project expenditures and architect and contractor billing.
12. Provide overall supervision of the District's investment program.
13. Coordinate the preparation of the Superintendent's Annual Financial Report.
14. Coordinate application for use of impact funds when applicable.
15. Oversee the District-wide transportation program, including program planning/implementation and evaluation, to meet requirements of the daily instructional program and extracurricular activities.
16. Oversee the school food and nutrition program to ensure it is operated in accordance with federal laws, State Board of Education regulations and School Board policies.

#### **Inter / Intra-agency Communication and Delivery**

17. Maintain effective community relations and interpret financial matters to the community.
18. Enhance financial services by serving on local committees, visiting schools and making presentations.
19. Provide assistance to schools and departments in preparing and maintaining budgets.
20. Serve as a liaison between the School Board and other County governmental agencies or groups having an interest in schools.

#### **Professional Growth and Improvement**

21. Provide technical assistance to employees as needed.
22. Provide for cross-training of personnel within the department.
23. Set high standards for self and others.
24. Maintain a network of peer contacts through professional organizations.
25. Promote and support the professional growth of self and others.

#### **Systemic Functions**

26. Provide information to Superintendent on financial status of school system and wise use of its resources.
27. Assist in preparing for and conducting collection bargaining as applicable.
28. Assist in the preparation of grant applications as applicable.
29. Participate in the process of developing District compensation plans as applicable.
30. Post and balance bond register as payments are made and coupons received.

31. Assist with the development of District FTE projections, the District FTE per survey periods for possible financial impact.
32. Assist in the development of administrative guidelines and policies.
33. Assist in the preparation of the School Board agenda, preparing finance and business services action items of a routine and priority nature.
34. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
35. Prepare or supervise the preparation of all required reports and the maintenance of all appropriate records.
36. Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Superintendent regarding impact on the District.
37. Maintain liaison with federal, state and local agencies regarding operations of the department.
38. Act as legislative liaison to represent the District's financial interests as assigned.
39. Perform other incidental tasks consistent with the goals and objectives of the District and this position.

**Leadership and Strategic Orientation**

40. Direct and coordinate the planning, implementation and evaluation of finance and business services necessary for the efficient operation of the school system.
41. Function as the budget control officer with responsibility for yearly development of the School District budget, including all TRIM requirements and administration for all funds.
42. Understand, analyze and evaluate the system of internal control comprised of the accounting system structure methods of documentation, operating procedures and personnel assignments.
43. Provide vision and leadership for implementation of technology in business and financial services.
44. Assist in District-wide comprehensive planning to relate the use of financial and human resources to District goals and objectives.
45. Serve on the Superintendent's Executive Management Team.

**PHYSICAL REQUIREMENTS:** Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:** 12 Month

Salary and benefits shall be paid consistent with the District's approved compensation plan. Hours of employment shall be those established by the District.

**EVALUATION:** Annually by Superintendent

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**SALARY ITEM NUMBER: #31-Level I**