

DIRECTOR OF BUSINESS OPERATIONS

Classification: Non-Licensed Administrator

Location: District Office

Reports to: Chief Financial Officer

FLSA Status: Exempt

Employee Group: NCAA

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 in planning, directing, and coordinating activities involved in purchasing, accounts payable, vendor contracts, distribution center, mail services, risk management, emergency response, records management, surplus property, legal matters and subpoenas.

Part II: Supervision and Controls over the Work:

Serves under the broad guidance and administrative supervision of the Chief Financial Officer. Is held responsible for results in terms of effectiveness of planning, policies, and programs, and for achievement of district goals and objectives. Work is guided by, and must be in compliance with, federal and state law, operational direction of the Superintendent and Assistant Superintendent, policy direction of the School Board, and compliance with state and local regulatory agencies.

Part III: Major Duties and Responsibilities:

1. Program Leadership: Directs the functions of Risk Management, Purchasing, Accounts Payable, and the Distribution Center. Develops and implements guidelines, policies, and procedures. Works to assure that all procedures are legally compliant with federal, state, and local rules and procedures as well as Superintendent and Board direction and policy.

Guides the District on legal issues, including subpoenas, ethics, court orders, complex risk matters, and records requests. Consults with legal counsel as appropriate.

Oversees and provides direction on Business Operations matters, including records management (archives and public records requests), donation processing, real estate leases, vendor management, and District-wide contract coordination.

Reviews and signs all District contracts to ensure compliance with purchasing rules and

practices, while addressing risk and liability issues.

Coordinates with vendors to resolve questions or disputes regarding the contracting process.

Manages and controls District surplus assets, inventory management, and property disposition operations.

2. Planning and Programming: Stays abreast of research on the changing nature of the profession the field of public education 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 predict future needs. Anticipates and develops strategies and programs that respond effectively to anticipated needs and the changing profession.
3. Financial Management and Strategic Planning: Advises District Leadership on the financial implications of business operations programs. Administers programs within approved budget parameters including allocation of staff (FTE) resources.
4. Policy Formulation and Guidance: Recognizes the need for and formulates policies necessary to implement district 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 the department and to serve the overall needs of employees and managers and the organization.
5. Program Direction and Staff Supervision: 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 assuring 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.
6. 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.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

1. Incumbents must have successful experience in working with culturally diverse 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. Bachelor’s degree or equivalent in business administration, financial management, or related fields.
3. Minimum of five (5) years of procurement or financial management leadership experience which provided strong knowledge of federal, state and local requirements, codes, and procedures for purchasing by public agencies.
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. Demonstrated supervisory ability.
10. Valid state driver’s license and ability and willingness to operate District vehicles and equipment.

Part V: Desired Qualifications:

1. Master’s degree in business administration or related fields.
2. Experience in public schools procurement.

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, talk, lift, carry, move about, hear and speak.

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 two (2) hours at a time, may lift objects repeatedly, and may undertake repeated motions.