

ST. MARY'S COUNTY PUBLIC SCHOOLS  
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

ASSISTANT SUPERINTENDENT OF FISCAL SERVICES AND HUMAN RESOURCES

POSITION: Assistant Superintendent of Fiscal Services and Human Resources

REPORTS TO: Superintendent of Schools

LOCATION: Department of Fiscal Services

NATURE OF WORK:

ESSENTIAL FUNCTIONS:

DUTIES AND RESPONSIBILITIES:

- Serves as principle advisor to the Superintendent of Schools of Schools in all matters related to the total school budget;
- Oversees and provides direction to the Department of Fiscal Services (budget development, finance, accounting, auditing, payroll, purchasing, data processing, risk management and liability and loss control);
- Provides direction and support to other departments and school sites in preparing and administering the total school budget;
- Maintains records of all insurance programs and provides leadership in developing and administering the system's risk management program;
- Coordinates the compilation of financial data for local, state, and/or federal agencies;
- Directs fund management, position management, accounts receivable, annual budget preparation and monitoring, and procurement of equipment and supplies;
- Ensures financial compliance with county, state, and federal laws and regulations;
- Coordinates special projects that may include research and/or program enhancements in areas relating to budget development and finance;
- Assists principals and other department or site leaders in implementing and monitoring their budget expenditures;
- Coordinates the development of the budgeting process for the school system;
- Serves on Board of Education teams in negotiations with employee organizations;
- Assists with the development of new policies, reviews current policies, rules, and procedures and recommends changes to the Superintendent of Schools;
- Provides timely information to the Board of Education, governmental agencies, school system staff members, business leaders, parents, and community members;
- Makes recommendations to the Superintendent of Schools and others to strengthen and refine the budget development and financial procedures of the school system;
- Represents the school system on various public committees;
- Represents the school system at public hearings, County Commissioner meetings, work sessions and other meetings, as appropriate;
- Testifies before the Board of County Commissioners, Board of Education, and other governing Boards, as appropriate, on financial and personnel matters;
- Supports the financial, human resources and school system goals of the Superintendent of Schools;
- Oversees and provides direction to the Department of Human Resources (personnel support for certificated and non-certificated employees, employee performance issues, training, certification, investigations, contract resolution, and document retention);
- Administers federal, state, and local compliance on Human Resources policies, practices, and procedures;

- Assists with the development and implementation of the school system's minority recruitment plan to include partnerships, recruiting initiatives, communication, and data;
- Provides support and direction to other departments and school sites in the application of Human Resources policies and practices with our employees; and
- Interacts with the association representatives concerning employee issues.

**QUALIFICATIONS:**

- Possess a bachelor's degree or higher in education, business administration, accounting, finance, or related field (*CPA preferred*);
- Minimum of five (5) years of direct experience in fields of budget, finance, and technology in the public or private sector;
- Demonstrated leadership and administrative abilities in the area of budget development and finance;
- Proven ability to oversee staff and build consensus among professionals unfamiliar with financial management;
- Possess knowledge of county, state, and federal regulations pertaining to public education finance and budget development;
- Demonstrated proficiency in the use of personal computers and software related to job responsibilities;
- Demonstrated experience in implementing a financial, payroll and personnel management information system; and
- Demonstrated skill as an articulate and persuasive communicator, both orally and in writing.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this EXEMPT position will be based on SMASA salary schedule for eleven and twelve-month employees – Range I.

**BARGAINING UNIT ELIGIBILITY:** Confidential - Exempt