ST. HELENS SCHOOL DISTRICT 502
POSITION DESCRIPTION
DIRECTOR OF FINANCE & OPERATIONS

Position Title:	Director of Finance & Operations	
Department:	Administration	
Reports To:	Superintendent	Reviewed: 4-21-08

BASIC FUNCTION:
Under the administrative direction of the Superintendent, the Director of Finance & Operations, plans, organizes, assigns, directs and reviews the work of the Operations and Facilities Division. Provides leadership for the district in all aspects of operations and facilities including business services, food services, student transportation, district maintenance, long-range planning, bond elections, communications with local agencies, developers, contractors and the public at large, facilities acquisition, construction management, application for state facilities fund eligibility and approval developer fee program, enrollment projections, attendance boundaries and emergency procedures.

EXAMPLES OF DUTIES:
- Administers and interprets statutes, regulations and policies concerned with the responsibilities of operations and facilities administration.
- Assumes efficient management of all district operation and facilities consistent with applicable law.
- Responsible for cost effectiveness of the District's Finance & Operations and Facilities Division.
- Recommends changes in organization and procedures of the division, interprets policies to the personnel of the division.
- Prepares periodic reports for the Superintendent, staff and Board.
- Represents the District in meetings with administrators, professional staff, business leaders, governmental representatives and the public concerning operations and facilities.
- Assists the Superintendent in long-range facilities planning and policy development on District matters related to projected needs.
- Reviews, proposes, monitors and informs staff and community of legislation affecting operations and facilities and projected financial implications.
- Responsible for staff development of division staff.
- Supervises and evaluates staff in the division, including Technology, Fiscal Services and Human Resources.
- Works closely with Superintendent to provide accurate and timely financial reports of facilities projects.
- Provides leadership for all aspects of Operations, Facilities & Maintenance Programs.

- Aggressively pursues all possible revenue sources for facilities, maintenance and transportation.
- Engages in positive communication and constructive partnerships of local and county governmental agencies and community groups.
- Establishes collaborative working relationships with school site administration and staffs. Fosters a client-focused approach to division work.
- Participates as a member of the Administrative Council.
- Facilitates resolution of financial and business issues between principals and appropriate district leaders.
- Coordinates the annual planning/budgeting process.

REQUIRED QUALIFICATIONS:

- Bachelor in Business Administration.
- Minimum of three years school finance administrative experience preferred.
- CPA (preferred, but not required)
- District level experience preferred.
- Experience in collective bargaining preferred.
- Demonstrated written communication skills.
- Demonstrated personal and professional interpersonal skills.

Knowledge Of:

- Theory and practice of modern school business management;
- Governmental budgeting, accounting, purchasing, student transportation and contracting;
- Audit and fiscal control procedures;
- Risk management and safety programs;
- Staff development and effective management techniques;
- Technology and the implementation of technological advances for facilities and operations applications;
- Extensive knowledge of Oregon school facilities laws, procedures, and practices;
- Facilities acquisition and modern school construction techniques;
- Facilities Maintenance and Operations requirements;
- Laws and regulations affecting the operations of the division, school district and school site management, as necessary;

Ability To:

- Plan, direct, establish priorities and coordinate a variety of complex technical operations involving the operation of multiple specialized units;
- Prepare and/or present clear and concise reports regarding complex technical information;
- Use positive interpersonal skills to provide effective leadership to staff and to work collaboratively with those contacted in the course of work;

- Apply knowledge and understanding of management to analyze and identify present and potential problems, develop and evaluate alternative solutions, and propose plans of action;
- Interpret and apply laws, rules, regulations and policies related to facilities matters;
- Supervise and evaluate the activities of others;
- Disseminate necessary information to sites for effective decision making;
- Effectively communicate with advocate for the district's facilities and maintenance goals;
- Work effectively with construction personnel including contractors, inspectors, architects and specialized consultants;
- Make use of technology for information, communication and data management.

Education:

Graduation from a recognized four year college or university, with a major or graduate study in business administration, public administration or education with specialization in school business management.

Experience:

Five years of recent Business Management or Facilities Management experience in an administrative or executive position with a school district of average daily membership of no less than 3,000 students or equivalent public or private experience.

WORKING CONDITIONS:

Office, school site and construction site environments; indoor and outdoor environments; seasonal heat and cold or adverse weather conditions; driving a vehicle to conduct work.

OTHER: *The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

I _____ have read and understand the above
Print Name
requirements of this job description.

Employee Signature _____Date _____