

LYON COUNTY SCHOOL DISTRICT

Director of Business Services

Job Group: District Administration

Classification: Executive Cabinet

Terms of Employment: Defined in Cabinet Member Employment Agreement/Contract – This is a salaried position in the Executive Director Salary Schedule.

FLSA STATUS: EXEMPT

POSITION SUMMARY: Under the general direction of the Superintendent, or designee, serves as Executive Cabinet Member of the District with supervisory and managerial responsibility over the non-instructional District functions of Accounting/Finance, Facilities, Nutrition Services, Grants, Transportation, Operations and Maintenance, Information Technology, Emergency Planning, Capital Projects, and etc. This position is evaluated by and reports directly to the Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Directly supervises the Finance Manager/Comptroller, Nutrition Services Supervisor, Operations and Maintenance Supervisor, Transportation Supervisor, Information Technology Supervisor and any other subordinates as directed by the Superintendent.
2. Directs the activities of each supervisor or manager in their departments and evaluates their performance.
3. Provides strategic direction and daily support for all supervised departments.
4. Works with Director of Human Resources to resolve personnel issues in all departments under their supervision.
5. Attends all meetings of the Board of School Trustees and provides oral and written reports to the Board as directed by the Superintendent or designee.
6. Responsible for all supervised departments in emergency situations and advises the Superintendent on safety issues regarding school facilities and equipment including but not limited to inclement weather situations impacting school closures.
7. Prepares and oversees all plans and training for district response to catastrophe, crisis response, and security infrastructure.
8. Serves as an advisor to the District Negotiations Team and attends collective bargaining sessions as needed.
9. Coordinates schedules, reviews and verifies reports from supervised departments.
10. Supervises, evaluates, and reviews the work of operations leaders of assigned departments and other staff as assigned.
11. Recommends and implements approved changes and/or training for efficient operations and quality programs and services.
12. Plans and implements the development and renovation of school sites and facilities to meet needs of the District.
13. Investigates and resolves public and staff concerns as escalated by operations leaders.
14. Reviews and evaluates various computer software programs that support and provide value to instructional and non-instructional operations.
15. Works in concert with the Curriculum, Instruction and Assessment Directors to ensure that information technology devices, software and systems are meeting the educational needs of students and staff.
16. Coordinates and schedules professional development for all supervised department staff.
17. Responsible for creating, reviewing, and responding to information presented in operations reports.
18. Supervises the operations environment and promotes a professional atmosphere.
19. Serves as a liaison between administration, facilitators, school staff, and assigned operations personnel.
20. Ensures the enforcement of department procedures and District regulations and policies.

21. Attends and/or coordinates meetings as required, including state meetings.
22. Assists in the interview and selection process for new subordinate employees.
23. Works closely with district administration to improve department efficiencies.
24. Performs other duties related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished by the high level of supervisory responsibility, the complexity of tasks assigned, and the high level of independence in carrying out duties. Due to role in emergency response and planning may be required to be on call nights and weekends, unless otherwise assigned and approved by the superintendent.

POSITION EXPECTATIONS (Knowledge, Skills, and Abilities):

1. Extensive knowledge of school district policies and procedures, District regulations, and negotiated contracts as they pertain to District employees.
2. Knowledge of government finance and accounting principles.
3. Extensive knowledge of computer systems that include Microsoft based applications, worker orders, purchasing, payroll, accounting, database functions, and other related programs/software.
4. Ability to effectively communicate verbally and in writing.
5. Ability to coordinate and delegate operational assignments and duties to ensure adequate staffing and prioritize daily responsibilities, duties, and tasks.
6. Ability to maintain security of confidential employee information.
7. Ability to interpret written manuals, handbooks, laws, and regulations pertaining to district operations.
8. Ability to write legibly and to prepare and maintain accurate records.
9. Ability to work independently and collaboratively as a team.
10. Ability to work under pressure and meet deadlines in a demanding and open office environment.
11. Ability to develop and apply operating and work procedures and recognize hazards.
12. Ability to supervise and evaluate employees.
13. Ability to work flexible hours or shifts.
14. Ability to work in confined areas and/or outdoors.
15. Ability to work cooperatively with administrators, employees, other District departments, and outside agencies.
16. Ability to work cooperatively with employees, other agencies, and the public.
17. Ability to recognize deficiencies and resolve conflicts within the scope of their authority.
18. Ability to efficiently use communication skills to promote and provide quality customer service to the public.

POSITION REQUIREMENTS: Education and Training:

1. Bachelor's Degree from an accredited college or university in business administration, public administration, accounting or finance, or other related field or demonstrated equivalent experience in a directly related field. A Master's Degree from an accredited college or university in business administration/public administration or a related business field is preferred, but not required.
2. Minimum of five (5) years supervisory experience in the field of financial management or general business management of operations or related field. Three (3) years supervisory experience if accompanied with a Master's Degree in a related field.

Licenses and Certifications: Must possess or be able to acquire a Nevada driver's license that allows legal operation of a motor vehicle.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. College transcript or other equivalent.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
3. Specific documented evidence of training and experience to satisfy qualifications.

PREFERRED QUALIFICATIONS:

1. A Masters in Business Administration or Public Administration from an accredited university is desired, but not required.
2. Diverse knowledge of transportation, project management, nutrition service operations, facilities, facility care, and/or emergency planning and management.
3. Supervision experience, supervising large groups of employees.
4. Proficient in the use of Microsoft Office Suite, (e.g., Excel, Word, PowerPoint, etc.).
5. Financial knowledge and experience, including budgeting, reporting, and analysis.
6. Demonstrated leadership, self-confidence, initiative, and problem-solving skills.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, Touch Panels, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Medium to heavy lifting (25 to 100 pounds) may occasionally be required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions:

Exposure to climate-controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments.

Hazards: Office/Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

<i>ESSENTIAL FUNCTION</i>	<i>LESS THAN 25% OF TIME</i>	<i>25% TO 49% OF TIME</i>	<i>50% TO 74% OF TIME</i>	<i>75% TO 100% OF TIME</i>
Sitting			X	
Standing			X	
Walking			X	
Bending/Stooping/ Squatting/Twisting	X			
Crawling	X			
Kneeling	X			
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs	X			
Climbing while working (ladder, stools, roofs, poles)	X			
Balancing	X			
Lifting &/Or Carrying objects:	X			

50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping	X			
Handling	X			
Applying Torque (arms)	X			
Fine Manipulation	X			
Repetitive Work	X			
Weight Bearings	X			
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/ CRT			X	
Driving a Vehicle	X			
Working Alone			X	
Operating Machinery or Equipment:				
Heavy Equipment	X			
Vibrating Equipment	X			
Power Tools	X			
Machine/Electrical Hazards	X			
Ladders ≥ 6 Feet	X			
Personal Protective Equipment	X			
Respirator Use	X			
Work Conditions:				
High Noises	X			
Heights	X			
Confined Spaces	X			
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemical/Waste	X			
>8 Hrs Day	X			
Overtime/Irregular Hrs		X		
Senses:				
Eyes	X			
Visually Demanding Work	X			
Near Vision	X			
Far Vision	X			
Depth Perception	X			
Basic Color Discrimination	X			
Hearing Protection	X			
Speech Discrimination	X			
Audio Alarms	X			
Ability to Smell	X			

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____