**SCHOOL DISTRICT OF DESOTO COUNTY**

# EXECUTIVE DIRECTOR OF BUSINESS SERVICES

**JOB DESCRIPTION**

**QUALIFICATIONS:**

1. Bachelor's degree or higher from an accredited educational institution or equivalent combination of education, training, and experience. Advanced degree preferred.
2. Ten (10) years of effective leadership experience in school finance, technology, facility management, transportation services, food services and/or other administrative experience with duties in operations management.
3. Experience as executive director of operations or equivalent experience required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of Florida School Laws, Florida Administrative Code, Administrative Rules and Regulations, and local School Board policies. Knowledge of Employment and Labor Laws. Knowledge of FDLE investigative procedures. Knowledge of USDA regulations. Skill in contract negotiations and conflict resolution. Skill in analyzing data from various sources in the decision-making process. Skill in maintaining positive interpersonal relationships with employees and the community. Ability to work cooperatively with state and local departments and agencies. Ability to plan, organize, and present information to the public. Ability to provide leadership and oversight to district departments. Ability to multi-task and manage time effectively.

**REPORTS TO:**

Superintendent of Schools

**JOB GOAL**

To deliver substantial support to the Superintendent of Schools by providing leadership and oversight to all business operations.

**SUPERVISES:**

Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**

**Service Delivery**

1. Supervise insurance contract development.
2. Oversee the installation, maintenance and repair of computer hardware and software throughout the district.
3. Direct the preparation of the Superintendent's annual financial report and the annual cost report.
4. Direct the accounting for receipts and expenditures of district funds and ensure that appropriate ledgers are maintained in conformity with generally accepted accounting principles.
5. Collaborate with the accounting division staff to ensure accurate accounting practices.
6. Plan and maintain schedules to meet institutional deadlines.
7. Prepare and submit online the district's annual budget to the Department of Education.
8. Ensure district compliance with Governmental Accounting Standards Board financial reporting changes.
9. Serve as the district's point person for annual audits and initiate corrective action when necessary.
10. Serve as an advisor to budget managers and grant managers.

11. Train new administrators.
12. Develop short- and long-range plans for the conduct, growth and improvements of department programs and services.
13. Manage the district's investment and borrowing programs.
14. Direct the preparation of financial and cost reports and warrant list for School Board approval.
15. Plan and coordinate the hardware and software needs of the district's business applications.
16. Provide forecasts and develop budget for all administrative computer-related activities.
17. Develop, update and maintain a manual of technology-related methods and standards.
18. Establish and monitor procedures which ensure timely and accurate reconciliation of bank accounts, payment of payrolls and properly documented invoices and vouchers taking advantage of allowable discounts.
19. Review and approve grant application budgets.
20. Monitor and report on budget performance in schools and district divisions.
21. Approve all journal entries and disbursement vouchers.
22. Oversee the internal service order system to ensure accounting controls.
23. Prepare monthly cash flow projections and make appropriate recommendations to ensure the availability of funds to pay current obligations.
24. Monitor FTE projections and reporting.
25. Prepare requests for disbursement of state and federal funds.
26. Prepare budget amendments for School Board action.
27. Monitor the administration of contracts.
28. Assist with the maintenance of personal property records.
29. Review technology project schedules.
30. Inspect school lunch facilities and operations to ensure that standards of cleanliness, health and safety are being maintained.
31. Interface with principals concerning the operation of the food service program.
32. Prepare and submit requests for grants for federal programs and equipment, manage grants, oversee discretionary funds, and maintain auditable records.
33. Visit schools on a regular basis.
34. Plans, schedules, and reviews the work of the district's Internet presence.
35. Collaborate with other staff in the management of the content, flow and accessibility of information on the district and school webpages, media, and social media accounts.

**Inter/Intra-Agency Communication and Delivery**

36. Assist with coordination public relations and communications between departments and schools.
37. Coordinate the accounting and payroll activities with data processing and other divisions.
38. Provide consultant services to divisions and schools in the area of information technology.
39. Assist other divisions and schools in developing plans to meet their individual technology needs.
40. Work cooperatively on issues that affect both Information Services and Networking.
41. Keep all divisions informed of proper budget management procedures and changes in local and state policies and laws.
42. Interact with outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
43. Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
44. Respond to inquiries and concerns in a timely manner.

45. Keep the Superintendent well informed of areas of responsibility and of potential problems or unusual events.
46. Serve on district, state or community councils or committees as assigned or appropriate.
47. Assist in the interpretation of philosophy and policies of the district to staff and the community.
48. Work closely with district and school staffs to support school improvement initiatives and processes.

**Professional Growth and Improvement**

49. Maintain a network of peer contacts through professional organizations.
50. Provide appropriate staff development opportunities for assigned personnel.
51. Maintain a network of peer contacts through professional organizations.
52. Maintain working knowledge of current law, regulations and standards related to financial accounting and reporting.
53. Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.

**Systemic Functions**

54. Prepare special reports and studies as needed.
55. Coordinate division recruiting and personnel acquisition.
56. Coordinate the automated FTE/pupil accounting functions.
57. Assist in the development of administrative guidelines and procedures.
58. Develop or assist in developing the division and district budget and monitor its implementation as required.
59. Represent the district in a positive and professional manner.
60. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
61. Prepare or assist in the preparation of all required reports and maintain all appropriate records.
62. Develop annual goals and objectives consistent with and in support of district goals and priorities.
63. Ensure local, state, and federal compliancy in all areas of non-instructional nature of the district.

**Leadership and Strategic Orientation**

64. Provide leadership and direction for assigned areas of responsibility.
65. Provide leadership and guidance in the development of annual goals and objectives for assigned division or program.
66. Assist in implementing the district's goals and strategic commitment.
67. Exercise proactive leadership in promoting the vision and mission of the district.
68. Recommend to the Superintendent new uses for computer technology, equipment, & financial processes or abandonment of unprofitable uses.
69. Collaborate with the Superintendent, divisions and schools and contribute to the planning and operation of the district.
70. Utilize appropriate strategies and problem-solving tools to make decisions regarding, planning, utilization of funds, delivery of services and evaluation of services provided.
71. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
72. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
73. Perform other tasks consistent with the goals and objectives of this position.

**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:**
Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

**COMPENSATION:**
Compensation for this position is Administrative Range X

**EVALUATION:**
The performance of this job will be evaluated in accordance with provisions of the Board's policy on the evaluation of personnel.