

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

ASSISTANT SUPERINTENDENT OF FISCAL SERVICES

POSITION: Assistant Superintendent of Fiscal Services

REPORTS TO: Superintendent of Schools

LOCATION: Department of Fiscal Services

NATURE OF WORK:

The Assistant Superintendent of Fiscal Services is responsible for planning, organizing, directing, and reviewing the functions of the Division of Fiscal Services, which includes the following departments: finance and payroll. Work will include collaboration with the Deputy Superintendent on instructional oversight, specifically in the area of financial and human resources initiatives. Duties include supervising professional, certificated, managerial, technical, and clerical support staff. The work is performed under the general direction of the Superintendent of Schools.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

DUTIES AND RESPONSIBILITIES:

- Serves as principal 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 Fiscal Services (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 Fiscal 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
- Interacts with the association representatives concerning employee issues

QUALIFICATIONS:

Required:

- Bachelor's degree or higher in education, business administration, accounting, finance, or related field
- Five (5) years of direct experience in fields of budget, finance, and technology in the public or private sector

Preferred:

- CPA certification

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

Revised: 07.2024