



JOB DESCRIPTION

BAND GRADE SUBGRADE WORKING CONDITIONS

JOB TITLE	CONTRACT REFERENCE
Senior Officer of Business Services and Operations	Individual Contract

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Superintendent	March 2025

Job Summary:

The Senior Officer of Business Services and Operations provides strategic leadership and oversight for the district’s business and operational functions, including financial management, purchasing, nutrition services, transportation, facilities, and capital projects. This role ensures that financial, payroll, and purchasing policies align with the district’s educational mission while maintaining compliance with state and federal regulations. The ideal candidate is a strong and visionary leader with a proven track record of guiding teams toward strategic outcomes. They possess a strong ethical foundation, expertise in budgeting, risk management, school accounting, and operational administration, and the ability to drive efficiency and innovation across departments.

JOB DESCRIPTION:

Oversees the following departments as to function compliance and performance; maintenance/facilities/construction, transportation, food and nutrition services, emergency management and legal services.

Essential Functions of the job include the following but not limited to:

Develops short-term and long-term financial goals for the district, regular financial forecasts, and other financial reports for internal and external use by the District
Attend meetings on District business as a financial representative of the District.
Direct the management of a large portfolio of investments; evaluate investment earnings; make recommendations for changes in investment strategies as necessary.
Manage, coach and develop the work performance of direct reporting staff.
Direct the development of the overall District annual budget; in conjunction with department managers, provide leadership and guidance in the development of individual department budgets; monitor the total budget on an on-going basis.
Coordinate long range financial planning with the District’s annual levy certification.
Direct the preparation of, or prepare, legal resolutions and publications of a financial nature.
Direct the preparation of, or prepare, financial reports for the Superintendent and the Board of Education.
Directs, plans, and coordinates the District’s budget planning, development and implementation process
Plan, organize, coordinate and direct the District’s purchasing, contracting, risk management, and related functions
Provide strategic leadership by integrating practices across finance and operational departments, including managing and allocating staffing allocations and vendor contract renewals.

Senior Officer of Business Services

Individual Contract

– Page 2

Provides technical financial advice and counsel to directors, supervisors, superintendent and school board on all financial matters
Serves as a key member of the District negotiating team in collective bargaining, providing financial advice and strategic planning toward district objectives.
Oversees the essential business/finance department functions including accounting, student enrollment, payroll, purchasing, as well as the following operational departments, but not limited to: transportation, food service, maintenance, operations, community education and related programmes and/or departmental finance needs
Oversee the maintenance, safety, and functionality of district facilities, and plan for long-term improvements.
Planning and managing for efficient use and maintenance of the organization’s facilities, including custodial services and building security
Overseeing all food service and cafeteria activities
Manage the planning, budgeting, and execution of major capital improvement projects.
Oversees construction, renovation and maintenance projects and schedules.
Visits schools to assess the effectiveness of instructional and/or other programs, share information, acquire input from staff, evaluate principal performance and provide feedback.
Supervise transportation services, ensuring safe and efficient operations.
Ensure adherence to regulatory requirements, including state and federal laws governing financial operations, procurement, and facilities.
Identify and manage potential risks across operations, proposing mitigation strategies as necessary.
Supervises duties of assigned managerial, supervisory and support staff , including establishing staffing standards and performance levels, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares periodic employee performance evaluations.
Assumes other duties that may be assigned by the Superintendent.

Requirements:

Leadership Skills:

- Strategic Thinking – Ability to develop and execute long-term plans that align business and operational functions with the district’s mission and goals.
- Team Development & Mentorship – Proven success in building, leading, and mentoring high-performing teams to achieve strategic outcomes.
- Decision-Making & Problem-Solving – Skilled in making informed, data-driven decisions to resolve challenges and improve operations.
- Change Leadership – Experience driving organizational change, fostering innovation, and implementing best practices across departments.
- Cross-Functional Collaboration – Ability to work effectively with diverse stakeholders, including administrators, educators, staff, and community partners.
- Communication & Influence – Strong ability to articulate vision, inspire teams, and communicate complex financial and operational concepts clearly.
- Crisis & Risk Management – Expertise in identifying potential risks and developing proactive strategies to mitigate operational and financial challenges.

Senior Officer of Business Services

Individual Contract

– Page 3

- Accountability & Integrity – Demonstrates ethical leadership, transparency, and a commitment to compliance and fiscal responsibility.
- Adaptability & Resilience – Navigates challenges and evolving priorities with a solutions-oriented mindset.
- Results-Driven Leadership – Focused on achieving measurable outcomes, improving efficiency, and driving continuous improvement in business services and operations.

Required Skills & Competencies:

- Leadership & Strategic Vision – Proven ability to lead teams, develop strategic plans, and drive operational improvements.
- Financial & Business Acumen – Expertise in budgeting, financial reporting, school accounting, purchasing, and fiscal management.
- Operations Management – Strong knowledge of building and grounds maintenance, capital project planning, and transportation logistics.
- Regulatory Compliance – In-depth understanding of state and federal regulations related to finance, procurement, facilities, and transportation.
- Risk Management – Ability to assess and mitigate financial, operational, and legal risks.
- Problem-Solving & Decision-Making – Skilled in analyzing complex issues and implementing effective solutions.
- Communication & Collaboration – Excellent verbal and written communication skills, with the ability to engage stakeholders at all levels.
- Change Management – Experience leading organizational change, fostering innovation, and improving efficiency across departments.
- Project Management – Ability to oversee multiple large-scale projects, manage timelines, and ensure successful execution.
- Ethical Leadership – Strong integrity, accountability, and commitment to transparency in business operations.

Minimum Qualifications:

- Bachelor's degree in Finance, Accounting, Human Resources, MBA, or a related field, or a minimum of 12 years of experience in public school district finance, with certification from the MN Association of School Business Officials (MASBO) Institute Leadership.
- A minimum of 7 more years of progressive leadership experience in business services, finance, operations, or a related field, preferably within a school district, public sector or similarly complex organization.
- Ability to prepare and present financial reports for management, senior leaders, boards, and stakeholders, ensuring all deadlines are met.
- Skilled in delivering presentations and providing training.
- Proven experience in financial management, budgeting, and financial analysis.
- Demonstrated experience in leadership, management, and accountability (LMA).
- Leadership Experience: Proven track record of managing teams, driving strategic initiatives, and overseeing large-scale financial and operational functions.
- Financial Expertise: Strong knowledge of budgeting, accounting principles, financial reporting, and fiscal management practices.

Senior Officer of Business Services

Individual Contract

– Page 4

- Operations Knowledge: Experience overseeing facilities management, capital projects, and/or transportation services.
- Regulatory Compliance: Familiarity with state and federal regulations governing school finance, procurement, and operational policies.
- Technology Proficiency: Ability to work with financial management systems, enterprise resource planning (ERP) software, and data analysis tools.
- Communication Skills: Strong verbal and written communication skills, with the ability to engage effectively with stakeholders at all levels.
- Problem-Solving Ability: Demonstrated success in analyzing complex challenges and implementing effective solutions.
- Commitment to Ethical Leadership: High level of integrity, accountability, and a commitment to the district's mission and values.

Preferences:

- Experience with Skyward platform
- Supervisory experience
- LRF
- Managed Capital Projects
- Supervisory Experience

Salary: Individual Contract, Salary Ranges are: \$150,000 - \$180,000, depending on experience. The employee will receive an additional management factor of \$8,000 for the duration of the contract. The amount will be paid as additional salary to the employee.

PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 10 pounds, occasionally being required to lift and/or move up to 25 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.