

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

DEPUTY SUPERINTENDENT OF FISCAL AND SUPPORTING SERVICES

POSITION: Deputy Superintendent of Fiscal and Supporting Services

REPORTS TO: Superintendent of Schools

LOCATION: Divisions of Fiscal and Supporting Services

NATURE OF WORK:

Reporting directly to the Superintendent of Schools, the Deputy Superintendent of Fiscal and Supporting Services holds a dual executive role as the district's chief financial officer and strategic leader for Supporting Services. This position provides comprehensive oversight of the school system's financial operations—including Budget, Accounting, Auditing, Procurement, Grants Administration, Payroll, Employee Benefits, Retirement and 403(b), General Liability Insurance, Accounts Payable, Accounts Receivable, Treasury Management, and Administrative Compliance—while also providing strategic direction to the Division of Supporting Services, which encompasses the departments of Capital Planning, Design and Construction, Food and Nutrition Services, Maintenance, Operations, Transportation, and Information Technology.

The Deputy Superintendent collaborates extensively with district leadership, the Board of Education, county and state officials, and federal agencies to ensure fiscal integrity, regulatory compliance, and the effective implementation of the school system's strategic goals, objectives, and aligned priorities. This position also serves as a key advisor and representative on financial and operational matters affecting the district's long-term sustainability and mission.

ESSENTIAL FUNCTIONS:

- 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 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
- Ability to serve as the principal advisor to the Superintendent of Schools on all matters related to the school system's budget, fiscal operations, and financial strategy
- Ability to operate with a high degree of independence in a sensitive and confidential environment, exercising sound professional judgment in all fiscal and operational matters
- Ability to compile, analyze, and synthesize data from multiple sources to inform financial decisions, resource allocation, and strategic planning
- Ability to report to work on-site, punctually, and maintain flexibility in hours and

responsibilities to meet the demands of the position

DUTIES AND RESPONSIBILITIES:

- Develops, administers, and monitors the total school system budget; provides direction and support to all departments and school sites in budget preparation and management
- Develops fiscal models and multi-year financial projections upon which to base budget planning and long-range resource allocation decisions
- Directs audits, funds management, position management, accounts receivable, annual budget preparation and monitoring, and procurement of equipment and supplies
- Leads the district-wide budget process, defines resource allocation strategies, establishes priorities, and develops implementation timelines in partnership with the Superintendent
- Assist principals and department leaders in monitoring their budget expenditures and implementing corrective actions as needed
- Makes recommendations to the Superintendent and others to strengthen and continuously improve budget development and financial management procedures

Fiscal Compliance and Reporting

- Ensures financial compliance with all applicable county, state, and federal laws, regulations, and reporting requirements
- Maintains open communication with local and state officials to facilitate the exchange of information on compliance with fiscal policies and accounting procedures; implements all relevant state and federal fiscal directives
- Coordinates the compilation and submission of financial data to local, state, and federal agencies
- Coordinates financial matters with State Legislative representatives and various state and federal agencies, including the administrative coordination of fiscal note responses to proposed legislation
- Maintains records of all insurance programs, both employee health insurance and general liability; develops and administers the district's risk management program, including oversight of cybersecurity-related financial risk mitigation
- Ensures responsible management within areas of authority to prevent school district liability in financial operations; acts in accordance with applicable policies and be accountable for associated actions
- Coordinates special projects involving research and program enhancements related to budget development and finance

Financial Reporting and Advisory Services

- Provides timely and accurate financial data to the Superintendent of Schools, the Cabinet, and the Board of Education on issues relating to the financial status of the school district
- Prepares and presents reports, recommendations, findings, and other correspondence for Board of Education meetings, County Commissioner meetings, and other state-level convenings as required
- Provides administrative business advice to the Superintendent, Cabinet, and Board of Education on a wide range of topics with major short- and long-term impacts on district operations
- Provides timely information to the Board of Education, governmental agencies, school system staff, business leaders, parents, and community members

Supporting Services Leadership

- Provides strategic leadership and direction to the Division of Supporting Services, encompassing Capital Planning, Design and Construction, Food and Nutrition Services, Maintenance, Operations, Transportation, and Information Technology
- Plans and implements short- and long-range objectives that align with departmental and

system-wide strategic goals

- Over sees and directs assigned departments, ensuring efficient operations, sound resource management, and alignment with district priorities
- Implements and enforces of all fiscal policies, regulations, and operational procedures for all schools and departments

Human Resources and Labor Relations

- Provides collaborative administrative direction to the Department of Human Resources in the areas of position control, negotiated agreement compliance, state reporting, FLSA and DOL wage compliance, oversight of extra-duty position allocation, absence management accounting, and substitute allocation and wage administration
- Provides support and direction to departments and school sites in the application of employment practices, particularly as it pertains to payroll laws and associated regulatory compliance, including FLSA, ACA, and FMLA requirements
- Serves on Board of Education teams in negotiations with employee organizations
- Interacts with association representatives to address employee issues and support effective labor-management relations
- Assists with the development of new Board policies; reviews current policies, rules, and procedures; and recommends changes to the Superintendent of Schools

Community, Government, and Stakeholder Relations

- Represents the school system on public committees, at public hearings, County Commissioner meetings, work sessions, and other relevant meetings
- Testifies before the Board of County Commissioners, the Board of Education, and other governing boards on matters pertinent to the Divisions of Fiscal and Supporting Services, as appropriate

QUALIFICATIONS:

- Bachelor's degree in business administration, accounting, finance, or related field
- Master's degree in business administration, accounting, finance, or related field or be a Certified Public Accountant (CPA)
- Ten (10) years of direct experience in fields of budget and accounting in the public or private sector
- Five (5) years of direct leadership, oversight and management in fields of budget and accounting in the public or private sector
- Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for consideration of this position with SMCPs will be required in this fiduciary position.

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 J.

BARGAINING UNIT ELIGIBILITY: Confidential - Exempt