

South Burlington School District Position Description

Job Title: Director of Operations and Financial Management
Location: Central Office
Job Group: Administrator
Pay Level: Exempt
Reports To: Superintendent

Summary: Serves as a key advisor to the Superintendent in the operational and financial planning of the District and provides general oversight and analysis of current programs, support systems, and expenditures. Oversees the functions of the Business Office, Nutritional Services, Transportation, Facilities, and Security. Ensures school compliance with state and federal laws and school policies and procedures.

Essential Duties and Responsibilities: *(Other duties may be assigned)*

1. Serves as chief financial officer for the District and is responsible directly or through staff for the following:
 - a. Development and management of the District's budget and the administration of the financial accounting systems.
 - b. Provides short-term and long-range financial planning and manages the cash flow and investments.
 - c. Prepares and oversees financial reports/audits in a manner that meets all pertinent federal, state, local, and district reporting requirements.
 - d. Oversees the accounting, purchasing, payroll and employee benefits functions, student activities accounts, and staff.
 - e. Supervises and trains delegates to make deposit and accept cash on the district's behalf
 - f. Prepares documents and information related to bonding, management of purchased service contracts, general insurance management, leases, and other financial issues.
 - g. Assists in the negotiations process for personnel.
 - h. Serves as administrative liaison to the Board and Citizen's Budget Group and as a trustee for the staff pension plan.
 - i. Monitors fund-raising efforts by district personnel and groups affiliated with our schools to help ensure that such efforts are both legal, in accord with district policy, and are managed in a sound financial manner.
 - j. Provides major and continued input to the Superintendent and School Board for regular Policy Monitors Reports for Finances, Budgeting, Asset protection, and Human Resource costs.
 - k. Prepares and submits tax anticipation resolutions for the Board. Ensures the timely transfer of funds from taxing authority to the District. Monitors tax appeals and state equalization valuation (SEV) adjustments.
 - l. Acts as conduit for Freedom of Information Act requests and responses.
2. Serves as the chief operations officer for the District and is responsible directly or through staff for the direction and evaluation of the following:
 - a. A nutritional services program that ensures the nutritional and educational needs of all students are met at a cost that the district can bear while remaining compliant with all pertinent federal, state, local, and district policies, rules and regulations.
 - b. A facilities and grounds management program that provides comprehensive services for cleaning, maintenance, and operation of the physical plant, district-owned vehicles, training and recordkeeping.

Overseeing schedules for capital equipment replacement and maintenance, including the Twenty-Year Facility Stewardship Plan.

- c. A transportation services program that ensures the safe, efficient delivery of students. Maintains a regular schedule for maintenance of district owned-vehicles and meets all pertinent federal, state, and local rules and regulations for CDL drivers, vehicles, and safety programs.
 - d. An emergency management and school safety program that works in conjunction with administrators, school staff, local law enforcement/SRO, and other emergency responders.
3. Participates with city, state and professional organizations in staying abreast of school finance reform and other related issues.
 4. Other responsibilities as assigned by the Superintendent.

Supervisory Responsibilities: Manages subordinate supervisors who in turn, supervise employees in: accounting, payroll/benefits, security/emergency management, transportation, nutritional services, and building and grounds functions. Responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws at the direction of the Board and Superintendent. Responsibilities include interviewing, hiring, training; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems. Regular attendance in accordance with established work schedule.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: Bachelor's Degree in Business, Accounting, or related field, Master's Degree preferred. A minimum of five (5) years experience in school finance, operations, or business administration/management is required. Or, at the Board's discretion, the equivalent of service demonstrating proficiency in essential job related skills.

Certificates, Licenses and Registrations: VASBO certification as "Director of School Business Management & Finance" required after serving one complete fiscal year with the District.

Language Skills: Ability to read, analyze, and interpret professional journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from constituents, regulatory agencies, or members of the school community. Ability to create correspondence, presentations, and/or articles for publication in a generally accepted style and format. Demonstrated ability to effectively present information orally to staff, administrators, public groups, community, and Board.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations is essential. Must also demonstrate the ability to apply financial concepts such as compound interest, time value of money, tax rates, and discounts.

Reasoning Skills: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstracts and concrete variables.

Other Skills and Abilities: Personal computer, word processing, databases, internet, and spreadsheet skills. Must demonstrate a thorough knowledge of cash flow, money management, and investments. An effective ability to apply knowledge of current research and theory in specific field is needed. Demonstrated success in supervision of

others, administrative planning, program development, and facilities utilization and modification is preferred. The ability to establish and maintain effective working relationships with students, staff, and the greater school community is essential. Ability to perform duties with awareness of all district requirements and School Board policies are also required. Demonstrated ongoing commitment to workplace diversity, sustainability, and delivering exceptional customer service. .

Physical Demands: *The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations, as defined by the district, 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 sit, walk, talk, see, and hear. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Some driving is necessary. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Often, the position requires the employee to work irregular or extended hours, meet multiple demands from several people, and have direct responsibility for the safety, well-being, or work output of other people. The employee must occasionally lift and/or move up to 40 pounds, such as equipment and/or work files.

Work Environment: *The work environment characteristics described here are typical of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet to moderate. The work is primarily performed in an office setting.

Terms of Employment: As specified in the individual Administrator Contract.

Evaluation: Conducted annually by the Superintendent.

Date Accepted: May 1, 2018

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and the ADA Amendments Act of 2008 (P.L. 110-325), which became effective on January 1, 2009 is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____

Employee Signature _____ Date _____