

# Chittenden Central Supervisory Union

## Job Description

**JOB TITLE:** Executive Director of Operations/CFO

**FLSA STATUS:** Exempt

**UPDATED:** February 1, 2006

### **POSITION OBJECTIVES:**

To administer, direct and maintain the logistical and financial affairs of school districts so as to provide the best educational support services within available resources. Act as advisor to school boards on all matters relating to logistical, business, and financial affairs of the districts. Serve as part of the administrative and educational leadership teams in carrying out the mission and vision of the organization. Provide administrative oversight, direction, and planning for our Information Technology, Food Service, Finance and Accounting, Recreation and Parks, and Property Service divisions

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

### Logistical

- Supervises the districts' support services through the Directors of property services, information technology, food service, finance and accounting, and recreation and parks.
- Coordinates cash activities with district treasurers and manages District cash investments.

### Financial

- Serves as district financial officer and supervises the management of financial affairs in all schools.
- Establishes and maintains sound cash management and investment programs for school districts.
- Responsible for overall budget formulation and long-range financial planning and develops statistical, financial, and management information for use in planning and decision making.
- Supervises the administration of the district's support staff retirement plan.
- Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with adopted budgets, district policies and State and Federal regulations.
- Establishes and maintains a sound system of internal controls for use by school districts and central office personnel to protect district and school generated financial resources.
- Formulates and administers the tuition system for students from sending school districts.

### Contract Management

- Responsible to establish annual contracts for financial audit, liability and property insurance, and student transportation for school districts.
- Responsible for the effective and efficient procedures in formulating and negotiating contracts with vendors and consultants.
- Acts as purchasing agent for school boards and establishes procedures for the purchase of goods and services for school districts.

### Facilities Management

- Manages the districts' real estate and develops facilities expansion/sale programs.
- Responsible for all major construction programs and associated contract management.
- Responsible for the development of facility reviews and establishment of safety/security programs to maintain a healthy and safe environment for district students and staff.
- Creates and maintains procedures for the use and care of school district facilities and grounds.

## Technology

- Manages the overall use and implementation of technology in school districts.
- Establishes procedures for educational and administrative use of technology equipment by students, staff, and third party residents that conform to local and State policies.
- Responsible for the development of intermediate and long-range planning for acquisition, installation, and maintenance of technology in school districts.

## Other

- Develops models that integrate financial, statistical, and pupil achievement data for educational support programs.
- Designs and conducts logistical research as is necessary to support school strategic plans. Works with principals, department heads, and directors in formulating the logistical support requirements of district strategic plans.
- Prepares data and reports required by statute and regulatory agencies.
- Performs other tasks and duties as directed by the Superintendent/CEO.

## **SUPERVISION RECEIVED:**

Works independently for the most part, planning and implementing broad programs within the organization. Work is checked primarily through consultation and agreement with others while directly reporting to the Superintendent/Chief Executive Officer.

## **SUPERVISORY RESPONSIBILITIES:**

Manages 5 subordinate supervisors who supervise approximately 200 employees in the Property Services, Finance and Accounting, Information Technology, Food Service, and Recreation and Parks functions. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. Masters degree in School Administration and/or Business administration or other appropriate discipline plus a minimum of 7 years experience in school administration and/or school business management (or equivalent training and experience from which comparable skills and knowledge are acquired). Knowledge and experience in financial management, facilities management/construction, contract management, technology management, risk management, project management, planning and forecasting. Proven ability in leadership and communication skills.
- Language Skills. Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to prepare presentations and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.
- Mathematical Skills. Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Computer Skills and Experience. Experience and proficient computer skills in word processing, spreadsheet, and data base programs required. Experience with Microsoft Office required.

- Reasoning Ability/Mental Requirements. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in complex phases. Ability to deal with a variety of abstract and concrete variables.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, State Agencies and Legislative Committees.

**PHYSICAL EFFORT AND STRESS.** Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to reach with hands and arms. Ability to effectively handle stressful situations and resolve conflicts on a frequent basis. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORKING CONDITIONS**

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet to moderate.

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 This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.