

JOB DESCRIPTION

ADMINISTRATIVE SERVICES SENIOR DIRECTOR

TITLE: Administrative Services Senior Director

REPORTS TO: Superintendent of Schools

SUPERVISES: Director of Financial Services, Director of Budget and Staffing, MUNIS personnel, Director of Human Resources, and Administrative Assistant

JOB FUNCTION: To provide support services for Fayette County Public Schools necessary to ensure a positive, well-maintained learning and work environment that supports the educational process and facilitates student achievement. Participate in the formulation of District policies and plans regarding non-instructional administration services. Serve as the principle advisor to the Board of Education and the Superintendent in matters related to non-instructional areas of the District. Coordinate with other governmental, business and community partners.

DUTIES AND RESPONSIBILITIES:

- Administers the overall administrative activities of the District with responsibility for Budget and Staffing, Financial Services, Human Resources and Informational Technology .
- Thorough knowledge of federal, state, and local laws as well as Board of Education policies, regulations and procedures relating to financial management, controls and budgeting. Considerable knowledge of management, budget, and financial management principles and practices.
- Work with the Director of Financial Services to establish and maintain sound cash management and investment programs in accordance with adopted budgets, district policies and State and Federal regulations, as well as internal controls for use by school directors and central office personnel to protect financial resources generated by the district and schools.
- Works with the Director of Budget and Staffing in planning, developing, reviewing, presenting and monitoring the capital and operating budgets.

SENIOR DIRECTOR OF ADMINISTRATION

DUTIES AND RESPONSIBILITIES (CONT.):

- Direct and provide oversight for the operation of transactions for payroll, insurance, retirement, budgeting, finance and personnel to ensure successful fiscal and administration practices and integration of shared business administration.
- Oversees the state standard administrative data system.
- Oversees the District's Budget and Finance Departments with responsibility for development of annual budgeting, auditing and financial processes that both protect and assure the efficient use of district assets. Serves as Superintendent's designee on the Budget and Finance Committee, a standing committee of the Fayette County Board of Education that confers and consults on district financial matters.
- Provides strategic planning and executive leadership in the verification and validation of programs and practices within the division.
- Establishes monitors and maintains procedures that enable the division to operate in a manner that is fiscally sound while maximizing the use of human resources and supporting the District mission; develops the operating budget for the organizational unit and assures that all functions operate within the appropriate allotment.
- Administers training of certificated administrators in the area of administration functions.
- Supervises the work of appropriate district-level administrators and evaluates their performance accordingly.
- Models collaborative planning and shared decision-making.
- Serves as a member of Superintendent's Cabinet. Attends all board meetings and provides input, when requested by the Superintendent of Schools, related to programs and support services to the Board of Education and the public.
- Performs other duties as assigned
- Maintains regular attendance.

SENIOR DIRECTOR OF ADMINISTRATION

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION AND EXPERIENCE:

- BA degree in business administration/management, education, or related field
- Master degree in business administration, leadership, supervision or related field (preferred)
- Five (5) years successful administrative and management experience
- Ability to absorb, analyze, organize and communicate information and ideas
- Understanding of systems management

LICENSES AND OTHER REQUIREMENTS:

- Certification in School Financial Management, Senior Professional in Human Resource Management or similar certification (preferred)

SIGNATURE: _____ DATE: _____

Original Date: 01.26.2015