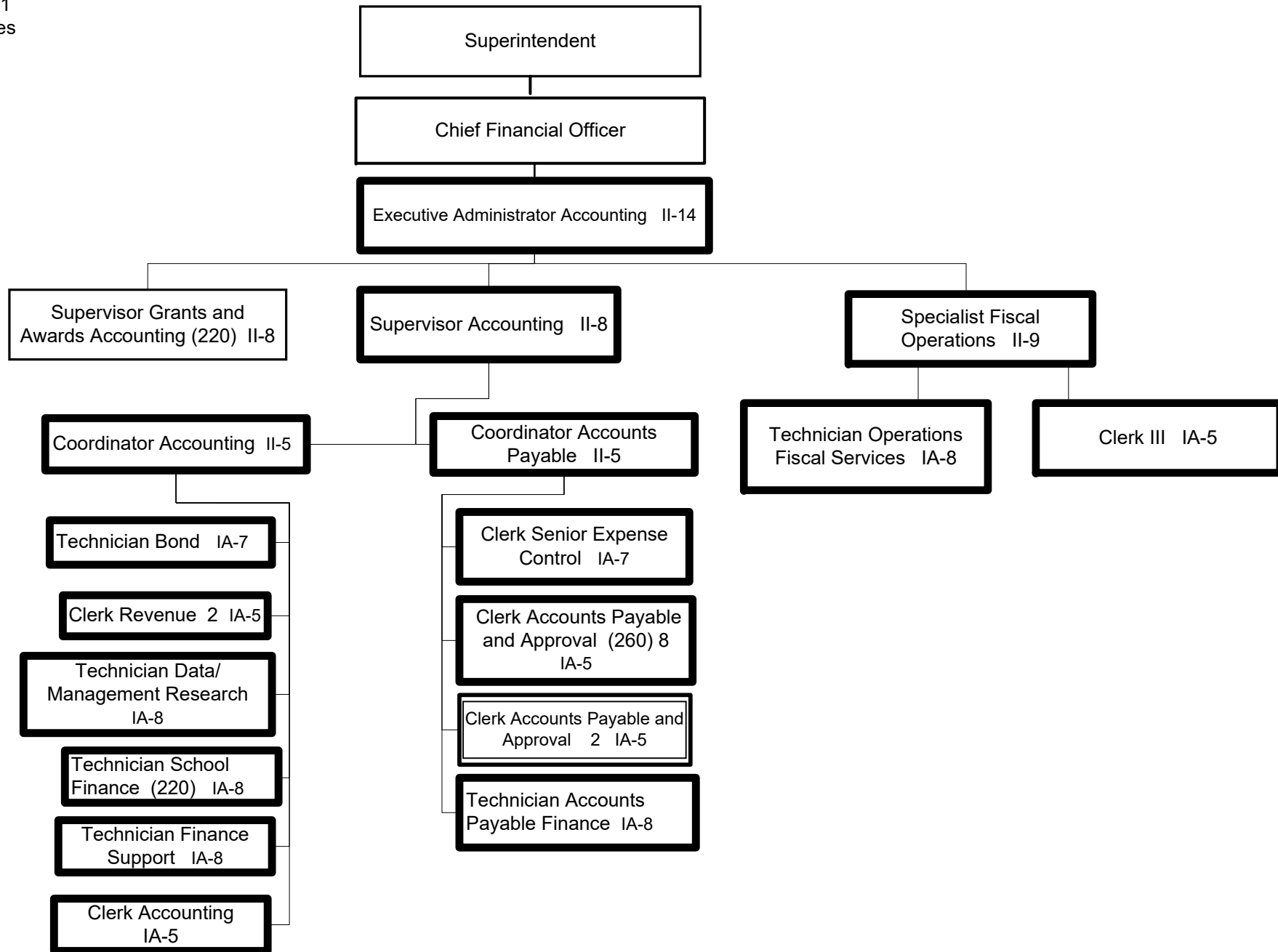


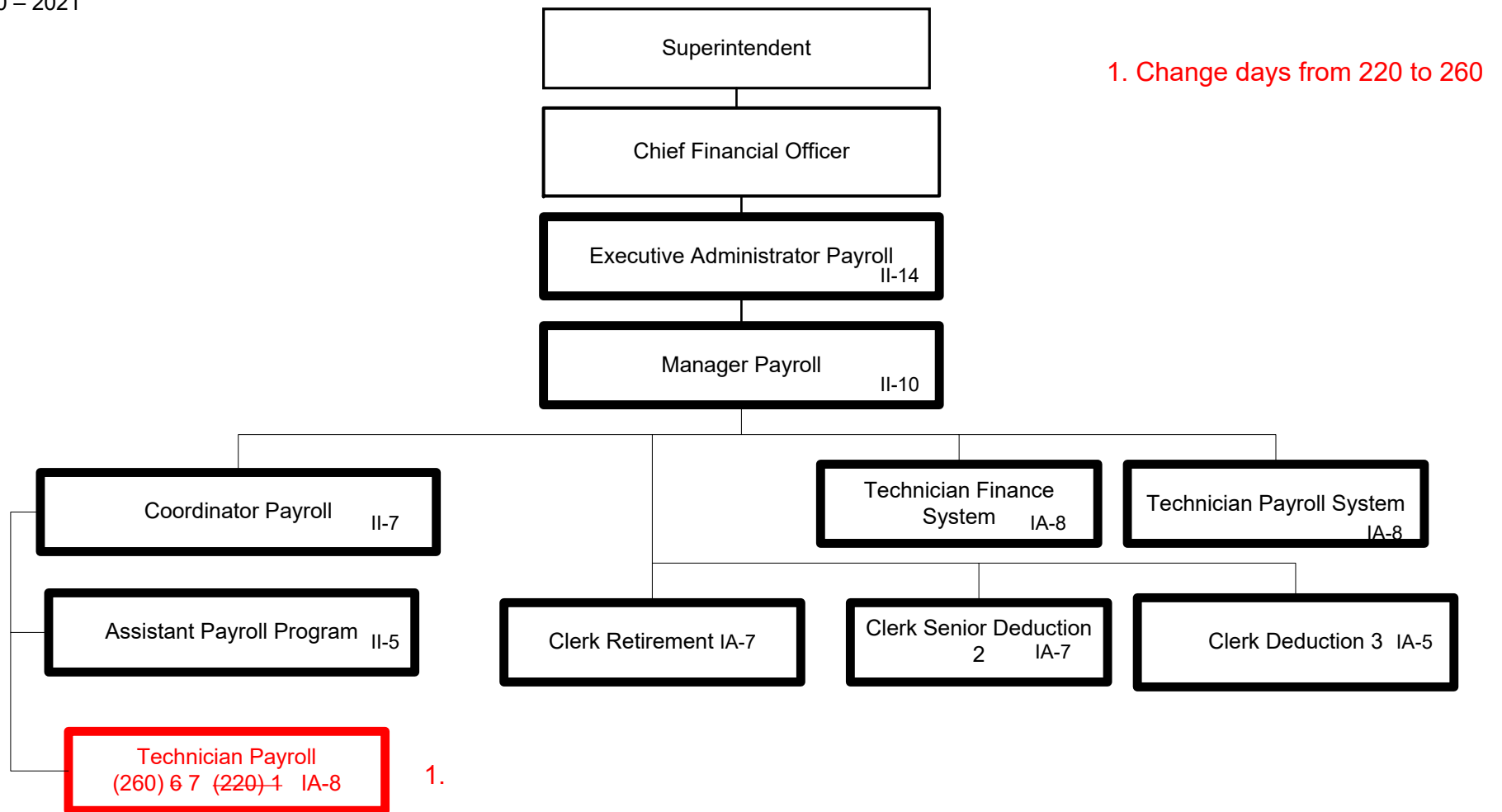
Summary:

General Fund Positions: 24  
Categorical Fund Positions: 2



Summary:

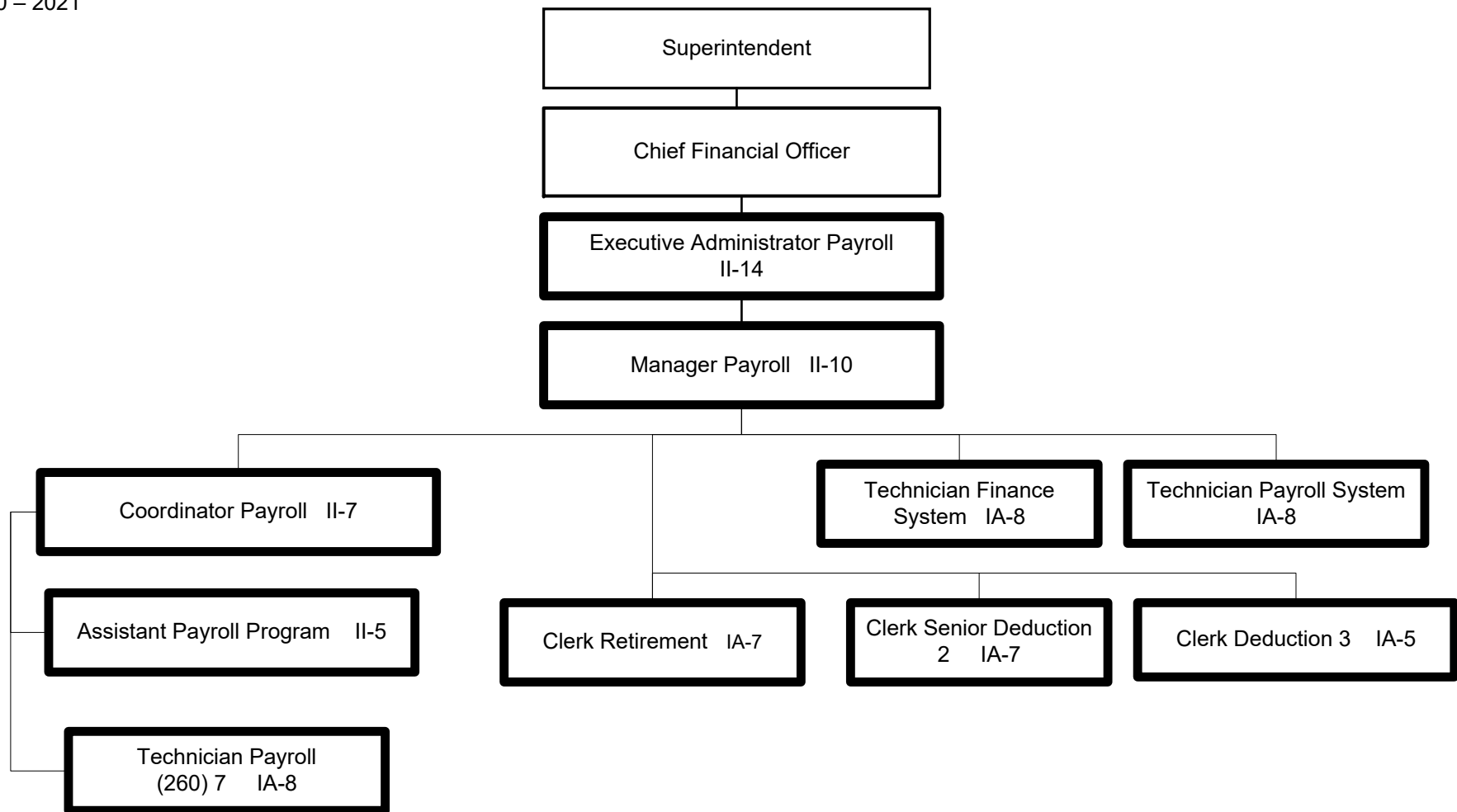
General Fund Positions: 24  
Categorical Fund Positions: 2



Summary:

General Fund Positions: 19  
Categorical Fund Positions: 0

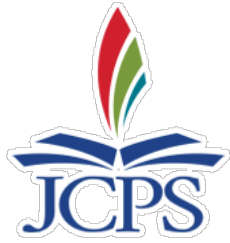
Submitted 3/19/2020 05/4/2021  
Effective 3/20/2020 7/1/2021



Summary:

General Fund Positions: 19  
Categorical Fund Positions: 0

Submitted 5/4/2021  
Effective 7/1/2021



~~NEW~~

Effective:

~~07/17/2019~~

07/1/2021

Submitted:

~~07/16/2019~~

05/04/2021

JOB TITLE:	SPECIALIST FISCAL OPERATIONS
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8024
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Manages the financial operations of the Operations Division which includes monitoring expenditures and maintaining financial records in accordance with each funding source. Performs quantitative analysis to ensure proper tracking of construction project budgets to completion.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Oversees all financial matters of the division and works with division directors on budget needs, ~~and~~ oversight issues, ~~and ensures compliance with Model Procurement regulations~~

Ensures timely payments for contractors and suppliers, ~~and coordinates payment disputes and liens~~

~~Coordinates payment disputes and liens~~

~~Communicates with Labor Cabinet on prevailing wage and other labor payment issues~~

Monitors financial tracking and advises on bond, ~~and~~ annual capital outlay, ~~and annual facility improvement fund projects~~

Supervises accounting and contracting staff

Manages and oversees the input of information into the ~~project tracking software system~~

~~Coordinates the procurement of equipment for the division~~

~~Coordinates aspects of KAR 4:160, Capital Construction Process and ensure all appropriate Board of Education and Kentucky Department of Education approvals are received~~

~~Assists in the development of the District's Facility Plan and acts as liaison with the Kentucky Department of Education and the Local Planning Committee for all submittals and approvals~~

~~Oversees all requests for easements from public utilities, governmental agencies, and private industries~~

~~Coordinates with outside legal counsel, District's General Counsel, and Kentucky Department of Education to ensure proper execution of agreements~~

~~Assists in land acquisitions and other real estate matters~~

Represents the supervisor on issues related to the delivery of support services when assigned

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations

MINIMUM QUALIFICATIONS
Bachelor's degree in Business Administration
Three (3) years of work experience in accounting, budget development or business
Effective communication skills
Knowledge of general financial and business practices

DESIRABLE QUALIFICATIONS
Knowledge of computer applications
Evidence of ability to organize, plan, and develop budgets and to work cooperatively with staff in financially related functions
Evidence of ability to work with groups and agencies responsible for and concerned with school budgets
Experience in a diverse workplace



Effective: 07/1/2021  
Submitted: 05/04/2021

JOB TITLE:	SPECIALIST FISCAL OPERATIONS
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8024
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Manages the financial operations of the Operations Division which includes monitoring expenditures and maintaining financial records in accordance with each funding source. Performs quantitative analysis to ensure proper tracking of construction project budgets to completion.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Oversees all financial matters of the division and works with division directors on budget needs, oversight issues, and ensures compliance with Model Procurement regulations

Ensures timely payments for contractors and suppliers, and coordinates payment disputes and liens

Monitors financial tracking and advises on bond, annual capital outlay, and annual facility improvement fund projects

Supervises accounting and contracting staff

Manages and oversees the input of information into the project tracking system

Coordinates aspects of KAR 4:160, Capital Construction Process and ensure all appropriate Board of Education and Kentucky Department of Education approvals are received

Assists in the development of the District's Facility Plan and acts as liaison with the Kentucky Department of Education and the Local Planning Committee for all submittals and approvals

Oversees all requests for easements from public utilities, governmental agencies, and private industries

Coordinates with outside legal counsel, District's General Counsel, and Kentucky Department of Education to ensure proper execution of agreements

Assists in land acquisitions and other real estate matters

Represents the supervisor on issues related to the delivery of support services when assigned

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations

#### MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration

Three (3) years of work experience in accounting, budget development or business

Effective communication skills
Knowledge of general financial and business practices

DESIRABLE QUALIFICATIONS
Knowledge of computer applications
Evidence of ability to organize, plan, and develop budgets and to work cooperatively with staff in financially related functions
Evidence of ability to work with groups and agencies responsible for and concerned with school budgets
Experience in a diverse workplace





NEW: 07/1/2021  
Submitted: 05/04/2021

JOB TITLE:	TECHNICIAN OPERATIONS FISCAL SERVICES
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	260
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Works with all phases of Operations Fiscal Services/Facilities and assists with the implementation of new programs, system reports, and system upgrades. Maintains a high degree of accuracy in assigned duties and related matters. Assumes responsibility of liaison between the department, the Kentucky Department of Education, Architects/Engineers, and Contractors. Works with minimum amount of supervision and confers with specialist when appropriate.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Utilizes a variety of computer software to support reporting within the district and with the Kentucky Department of Education's project tracking system

Assumes responsibility for developing and maintaining a Facilities Construction Projects Database

Serves as the liaison for architects, engineers, contractors, and the Kentucky Department of Education in the submittal of construction documents for the Facilities Planning and Construction System (FACPAC)

Assumes responsibility in preparing, reviewing, and executing Architectural/Engineering and Contractor contracts and change orders

Assumes responsibility in preparing board agenda items for facilities bids and the Kentucky Department of Education required documentation during the project's life cycle

Assists in developing, updating, and revising all forms, instructions, manuals, and procedures for Operations Fiscal Services

Assists specialist with journal entries, budget transfers, and other MUNIS related activities

Assumes responsibility for all construction related Purchase Orders

Assists specialist in responding to and compiling information for open record requests

Assumes responsibility for web page creation, changes, and updates

Assumes responsibility of ordering/receiving department budget

Assists specialist in meeting special requests of the department including the implementation of additional functionalities

Completes all trainings and other compliance requirements as assignment by the designated deadline

Perform other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.
Two (2) years of experience with model procurement and knowledge of MUNIS financial software
Ability to communicate ideas clearly and effectively
Demonstrated ability to work with minimal supervision, maintain accurate records, and meet established deadlines

DESIRABLE QUALIFICATIONS
Two (2) years of experience working within the construction administration environment
Ability to work with various role groups
Experience in a diverse workplace