



NEW: Submitted:  
05/25/2022 05/24/2022

JOB TITLE:	COORDINATOR FISCAL OPERATIONS
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Manages the financial operations of the Operations Division which includes assisting the Chief Operations Officer in developing the Operational budget(s), maintaining accurate and current financial records, monitoring departmental fiscal management, providing financial and statistical analysis of allocations and expenditures, summarizing budgetary implications, and recommending appropriate responses (respective to each department) in compliance with the model procurement system and local, regional and federal guidelines. Conducts financial program evaluation for each Operations Department to provide prescriptive fiscal support to Operations leadership that may include organizing and conducting appropriate fiscal training for Operations leadership staff as needed. Assists and facilitates land/property acquisition and related real estate matters.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Prepares financial reports including monthly, quarterly, and annual statements of all funds under the Operations Services Division and its affiliated departments to present to Chief Operations Officer; ensures that adequate controls are in place to provide accurate and timely financial reports for each Department within Operations

Supports the Operations Services Division in matters relating to financial analysis and audit; reviews financial plans and goals with Chief Operations Officer and Department Supervisors, and evaluates effectiveness of the plan(s)

Monitors Operations-related purchases and ensures compliance with JCPS procurement, and local, regional and federal guidelines

Assists with preparations and evaluations of bids for procurement of program goods and services for all component areas as needed, and ensures compliance with District, federal and state regulations

Assists in preparation of Operations Division and its respective departments' budget(s) and other budget documents

Researches, compiles, and prepares Operations' Departments' financial profile information; conducts descriptive and inferential statistical analyses and data visualizations; prepares reports and spreadsheets to monitor and inform Fiscal Operations for Chief Operations Officer

Researches, compiles, and prepares Operations' Departments' financial profile information; conducts descriptive and inferential statistical analyses and data visualizations; prepares reports and spreadsheets to monitor and inform Fiscal Operations for Chief Operations Officer

Works cooperatively with the Chief Operations Officer and designated department supervisors in analyzing data to support District priorities and needs; conducts budget and financial training for Operations staff

Manages lease agreements (cell towers, real property, etc.); manages non-capital project-related easement negotiations with local entities; reviews lease agreements, deeds, contracts, etc. and coordinates with legal counsel to prepare relevant documents as needed

Researches past and current practices in areas assigned and integrates research in all areas of responsibility

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

Serves as liaison to Chief Financial Officer or CFO's designee(s)

Performs studies for Operations departments, offices and agencies as required

#### 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
Three (3) years of work in finance, accounting, budget development, or business-related area(s)
Knowledge of general financial and business practices
Evidence of ability to organize, plan, and develop budgets and to work cooperatively with staff in financially related functions
Proficient in use and preparation of computerized spreadsheets and relevant computer applications, use of calculator
Good written, oral communication and analytical skills
Effective communication skills

DESIRABLE QUALIFICATIONS

Ability to handle multiple and shifting priorities and work effectively both individually and as part of a team
Experience in a diverse workplace



NEW: 05/25/2022  
Submitted: 05/24/0222

JOB TITLE:	COORDINATOR CAPITAL PROJECTS
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Coordinates the financial operations of the Facilities Planning Department 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 Facilities Planning Department and works with department director 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

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

Coordinates aspects of KAR 4:160, Capital Construction Process and ensures 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

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

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

Three (3) years of work in finance, accounting, budget development, or business-related area(s)

Knowledge of general financial and business practices

Evidence of ability to organize, plan, and develop budgets and to work cooperatively with staff in financially related functions

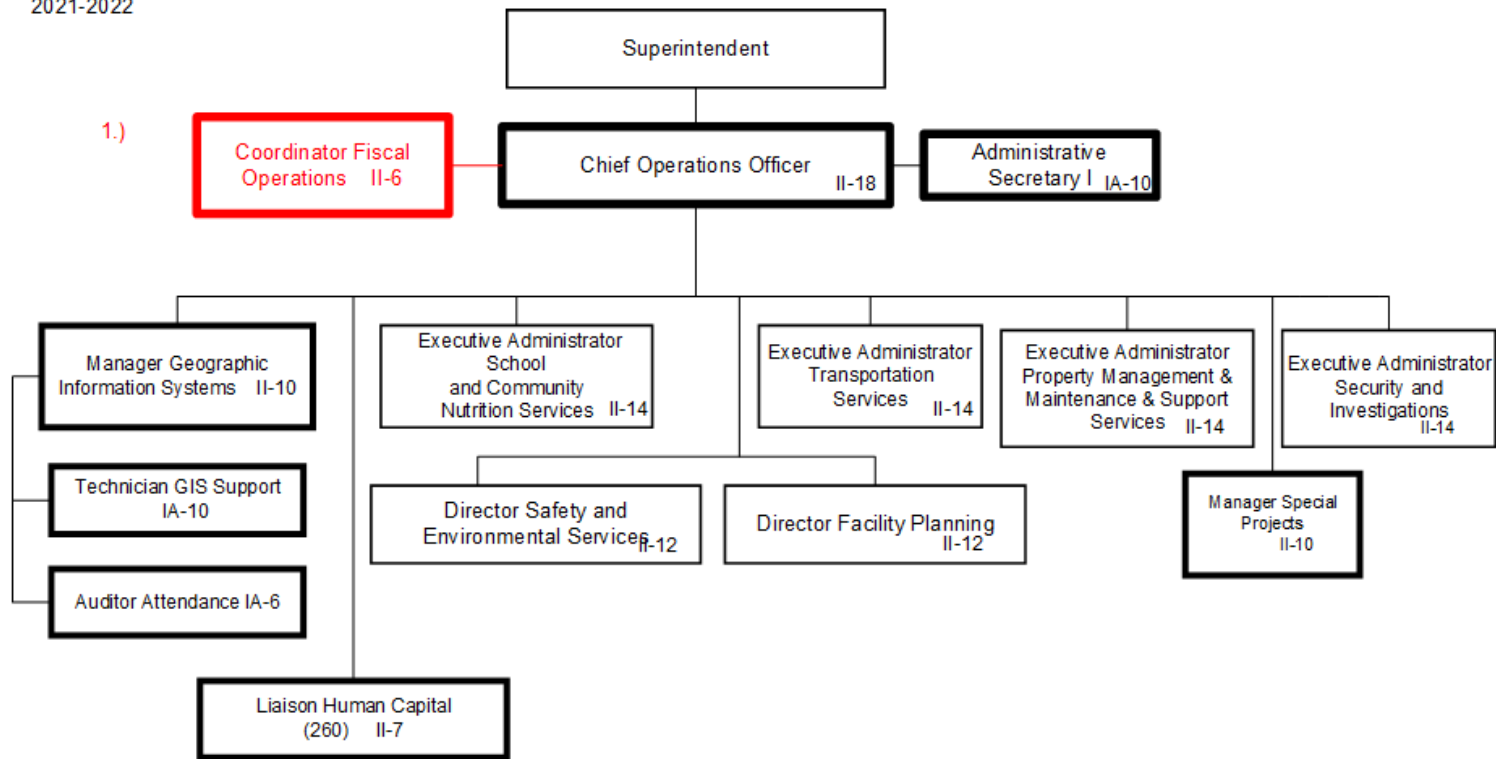
Proficient in use and preparation of computerized spreadsheets and relevant computer applications, use of calculator

Good written, oral communication and analytical skills

#### DESIRABLE QUALIFICATIONS

Ability to handle multiple and shifting priorities and work effectively both individually and as part of a team

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



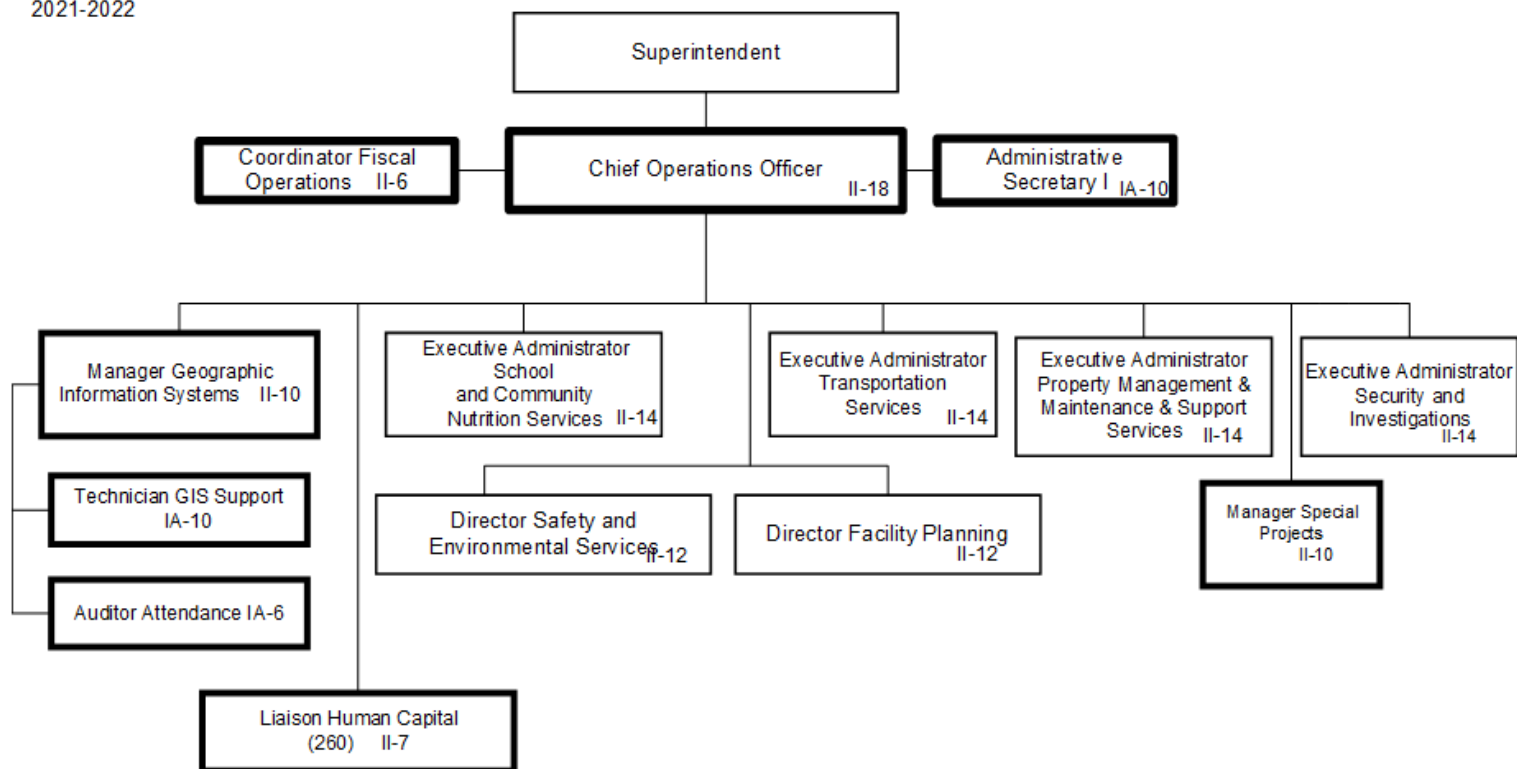
1.) Add Coordinator Fiscal Operations II-6

Summary:

General Fund Positions: ~~7~~ 8  
Categorical Fund Positions: 0

H-1

Submitted ~~8/18/2020~~ 05/24/2022  
Effective ~~8/19/2020~~ 05/25/2022

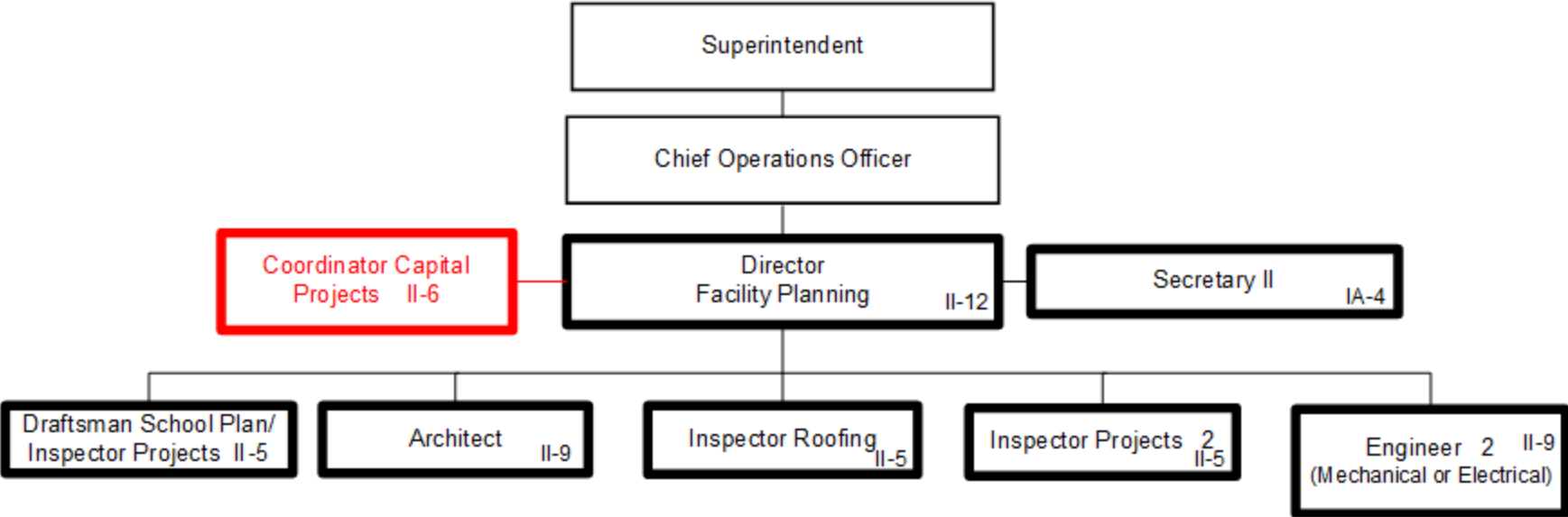


Summary:

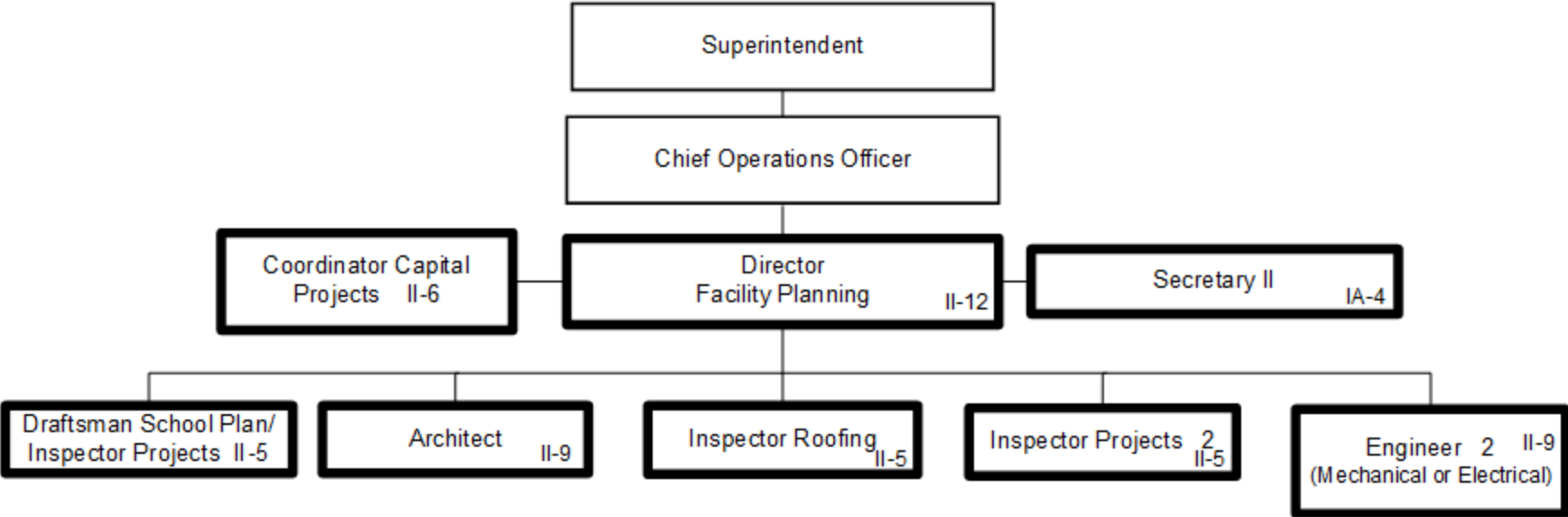
General Fund Positions: 8  
Categorical Fund Positions: 0

H-1

Submitted 05/24/2022  
Effective 05/25/2022



1.) Add Coordinator Capital Projects



Summary:

General Fund Positions: 10  
Categorical Fund Positions: 0

Submitted 05/24/2022  
Effective 05/25/2022