

ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

Release Date: November 4, 2013

Application Deadline: November 18, 2013

Position: Deputy Assistant Superintendent of Fiscal Services and Human Resources
(twelve-month assignment)

Salary: The salary for this position will be based on the Supervisors and Administrators personnel salary schedule (#5) – Range K (\$129,681 – \$169,204)

Location: Department of Fiscal Services

Effective: Immediately

APPLICATION PROCEDURES:

Qualified applicants must complete an online application by going to <https://stmarymd.cloud.talentedk12.com/hire/ViewJob.aspx?JobID=578>. In addition to the online application a letter of interest, resume, and any support documentation (copy of certification where applicable) must be scanned and uploaded to the TalentEd application. The online application, letter of interest, resume and any support documentation must clearly demonstrate that the applicant meets the minimum qualifications, including information about the applicant's background, experience, professional qualifications, and a statement of the reasons for seeking this position. Failure to submit all required documentation will result in your application being considered incomplete. Incomplete applications will not be forwarded to the selection committee for review. All online applications must be completed no later than **November 18, 2013**. A writing sample may be required for applicants selected for an interview. Following a screening of credentials, interviews will be scheduled.

The Board of Education reserves the right to reject any or all applicants, re-advertise and/or withdraw the positions.

The St. Mary's County Public School System does not discriminate on the basis of race, color, sex, age, marital status or sexual orientation, national origin, religion or disability in matters affecting employment or in providing access to programs.

JOB POSTING STATEMENT:

The current Assistant Superintendent of Fiscal Services and Human Resources is retiring on July 1, 2014. The position of Deputy Assistant Superintendent of Fiscal Services and Human Resources is being created on a temporary basis to provide a transition to fill the vacancy once it occurs. The successful candidate will have the opportunity to learn the roles and responsibilities of the position become intimately familiar with the accounting and budgetary structure of the school system, and develop relationships with existing staff. The successful candidate will slowly assume the responsibilities of the existing Assistant Superintendent to include presentations before the Board of Education, Board of County Commissioners, and attendance at assigned meetings. Upon retirement of the Assistant Superintendent, the incumbent will be named Assistant Superintendent of Fiscal Services and Human Resources pending approval by the Board of Education and Superintendent of Schools.

NATURE OF WORK:

This position is a high-level management position reporting directly to the Assistant Superintendent of Fiscal Services and Human Resources and the Superintendent of Schools and is responsible for the planning and directing of a full range of activities related to Fiscal Services and Human Resources for all system employees. This includes budget development, management, and implementation as well as negotiations and labor relations, policy and regulations development and implementation, and

presentation to governing boards such as the Board of Education and Board of County Commissioners.

ESSENTIAL FUNCTIONS:

- Ability to establish and maintain annual budgets for St. Mary's County Public Schools;
- Ability to prepare and administer the district budget;
- Knowledge of auditing procedures and practices;
- Ability to communicate effectively, both orally and in writing;
- Ability to use computer hardware and software;
- Problem-solving skills;
- Ability to prepare concise and comprehensive reports and written correspondence;
- Skills in financial planning;
- Ability to select, train, motivate and evaluate staff;
- Ability to plan, organize and direct the work of subordinates;
- Analytical, organizational, and managerial skills;
- Ability to use effective public relations skills;
- Ability to read, interpret and implement the State Board of Education rules, School Board policies and appropriate federal and state statutes;
- Knowledge of effective practices pertaining to business, maintenance, transportation, operations, and food service;
- Knowledge of federal and state statutes and rules related to school finance; and
- Knowledge of the state and federal legislative processes.

DUTIES AND RESPONSIBILITIES:

- Works with the Assistant Superintendent to provide advice to the Superintendent of Schools in all matters related to the total school budget;
- Assists in providing direction to the Department of Fiscal Services (budget development, finance, accounting, auditing, payroll, purchasing, information systems, risk management and liability and loss control);
- Provides direction and support to other departments and school sites in preparing and administering the total school budget;
- Assists in maintaining records of all insurance programs and provides leadership in developing and administering the system's risk management program;
- Assists in coordinating the compilation of financial data for local, state, and/or federal agencies;
- Coordinates fund management, position management, accounts receivable, annual budget preparation and monitoring, and procurement of equipment and supplies with applicable personnel;
- Ensures financial compliance with county, state, and federal laws and regulations;
- Coordinates special projects that may include research and/or program enhancements in areas relating to budget development and finance;
- Assists principals and other department or site leaders in implementing and monitoring their budget expenditures;
- Assists with the development of new policies, reviews current policies, rules, and procedures and recommends changes to the Superintendent of Schools;
- Provides timely information to the Board of Education, governmental agencies, school system staff members, business leaders, parents, and community members;
- Makes recommendations to the Assistant Superintendent of Fiscal Services and Human Resources and others to strengthen and refine the budget development and financial procedures of the school system;
- Represents the school system on various public committees;
- May represent the school system at public hearings, County Commissioner meetings, work sessions and other meetings, as appropriate;
- Testifies before the Board of County Commissioners, Board of Education, and other governing Boards, as appropriate, on financial and personnel matters;

- Supports the financial, human resources and school system goals of the Superintendent of Schools;
- Assists in overseeing and providing direction to the Department of Human Resources (personnel support for certificated and non-certificated employees, employee performance issues, training, certification, investigations, contract resolution, and document retention);
- Assists in administering federal, state, and local compliance on Human Resources policies, practices, and procedures;
- Assists with the development and implementation of the school system's minority recruitment plan to include partnerships, recruiting initiatives, communication, and data;
- Provides support and direction to other departments and school sites in the application of Human Resources policies and practices with our employees; and
- Interacts with the association representatives concerning employee issues.

QUALIFICATIONS:

- Possess a bachelor's degree or higher in education, business administration, accounting, finance, or related field (*CPA preferred*);
- Minimum of five (5) years of direct experience in fields of budget, finance, and technology in the public or private sector;
- Demonstrated leadership and administrative abilities in the area of budget development and finance;
- Proven ability to oversee staff and build consensus among professionals unfamiliar with financial management;
- Possess knowledge of county, state, and federal regulations pertaining to public education finance and budget development;
- Demonstrated proficiency in the use of personal computers and software related to job responsibilities;
- Demonstrated experience in implementing a financial, payroll and personnel management information system; and
- Demonstrated skill as an articulate and persuasive communicator, both orally and in writing.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the Supervisors and Administrators personnel salary schedule (#5) – Range K.

BARGAINING UNIT ELIGIBILITY: Confidential - Exempt