

MARION COUNTY JOB DESCRIPTION

Position Title Director of Operations

Department: Central Office

Reports To: Superintendent/Superintendent Designee

Approved By: Marion County Board of Education

Date: July 2022

SUMMARY: Creates, communicates, and sustains the elements of the districts strategic plan and manages the operations of the district. Oversees the planning, development, assessment, and improvement of operational and financial services. Responsible for the implementation of district policies and programs related to Finance, Facilities, Environmental Services, and Transportation Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- Administers the overall operational activities of the district with responsibility for Finance, Facilities, Environmental Services, and Transportation Services
- Establishes, monitors, and maintains procedures in a manner that is fiscally sound while maximizing the uses of resources and supporting the district's mission; develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
- Prepares reports and recommendations for the Superintendent and the Board of Education for all aspects of the operational services
- Attends all meetings of the Board of Education and provides input, when requested by the Superintendent of Schools, related to programs and support services to the Board of Education and the public
- Develops and maintains current knowledge of school operations and programs, existing laws, and administrative directives to ensure that the district is organized and administered in a manner which promotes student learning and accomplishes the goals of the district
- Administers the cost-effective and timely implementation of all projects and strategic plan initiatives pertaining to and within all areas of operation and services
- Administers and oversees facilities projects, including new construction and renovations of existing district properties; is point of contact to architects and engineers
- Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts documenting business transactions
- Works with Superintendent and financial advisor(s) to analyze information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize current and projected company financial position

- Works with superintendent to audit contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement
- Establishes, modifies, documents, and coordinates implementation of accounting control procedures
- Implements system for general accounting
- Acts as custodian of all moneys belonging to the district
- Gives a bond in such sum as shall be required before entering on the duties of the office, the premium on such bond to be paid by the Board
- Gives detailed accounts of moneys received and disbursed at least once a month prior to the regular meeting of the Board and at such other times as the Board may request
- Assists Superintendent and/or other financial advisors in budget preparation
- Reviews, processes and pays all authorized invoices
- Assists with annual audit
- Accounts for the financial transactions of the District
- Ensures appropriate general ledger accounts
- Prepare and execute district bank depository bid
- Ensure compliance regarding Red Book accounting procedures
- Work with district personnel to insure proper investment of District funds
- Compile and analyze financial information detailing assets, liabilities, and capital; prepares reports to summarize current and projected financial position of the district
- Work with the superintendent to audit contracts, orders, and vouchers and prepare reports to substantiate individual transactions prior to settlement
- Work with district personnel to insure proper investment of District funds
- Performs other duties as assigned by the Superintendent

SUPERVISORY RESPONSIBILITIES: This position classification requires subject matter expertise commonly associated with finance, payroll, facilities, and transportation. The position classification performs decision analysis and makes decisions of considerable consequence. The functional role of this position classification requires the application and interpretation of data, facts, procedures, and policies. Frequently meets with school administrators, teachers, internal staff, and community members to communicate information, data, and problem solutions. Must carry out all supervisory responsibilities in accordance with district policies, state and federal statutes, and all other applicable regulations.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Pursuant to 702 KAR 3:320, a minimum of a bachelor's degree from any accredited postsecondary institution; and (b) a minimum of twelve (12) credit hours in accounting coursework from any accredited postsecondary institution; a minimum of four (4) years' work experience primarily in accounting or finance, confirmed by the district of employment; or a minimum of two (2) years' work experience in finance in a local school district, confirmed by the district of employment.

LANGUAGE SKILLS: Ability to read, analyze, and interpret data, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to administrators, public groups/community, and board of education.

MATHEMATICAL SKILLS: Ability to calculate figures and amount such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Knowledge of bookkeeping practices and ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds, such as files or computer reports. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.