

## **Executive Director of Support Services**

### **Purpose Statement**

The job of Executive Director of Support Services is done for the purpose/s of managing the overall operation of assigned programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as an integral member of the leadership team.

This job reports to Superintendent

### **Essential Functions**

- Collaborates with school finance consultant (e.g. (core data, assessed valuation, monthly budget reports, expenditure reports, PO reports, contractual agreements, cohort enrollment projections, purchasing, grant administration, final expenditure reports, etc.) for the purpose of maintaining adequate expenditures, and achieving objectives within budget.
- Collaborates with a wide variety of internal and external groups (e.g. department heads, auditors, community organizations, regulatory agencies, maintenance; buildings and grounds, etc.) for the purpose of implementing program components; creating long and short-term plans; and addressing organizational objectives.
- Compiles data from a wide variety of internal and external sources (e.g. Fund balances- DIAA; MSBA procedures; budget data, etc.) for the purpose of analyzing issues, ensuring compliance with policies and procedures, and/or monitoring program components.
- Coordinates support services (e.g. supervision of district construction projects; district transportation program; district food service program; district purchasing program; district safety and emergency preparedness; supervision of School Resource Officer program; selection and supervision of support staff; budgeting, accounting; direction of Smithville R-II School District Foundation, etc.) for the purpose of effective and efficient operation of all support services in Smithville R-II school district.
- Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g. plans, proposals, policies, budgets, grant opportunities, procedures, forms, etc.) for the purpose of implementing and maintaining services and/or programs.
- Manages assigned programs and related support services activities (e.g. summer cleaning program; MSBA procedures, etc.) for the purpose of achieving organizational objectives while complying with established requirements.
- Monitors district and departmental finances (e.g. budget allocations, expenditures, fund balances, related financial activities, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in a wide variety of meetings, workshops, seminars, processes (e.g. budget preparation; decisions regarding cancellation of school due to inclement weather, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a wide variety of reference, presentation, policy and administrative materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities, providing audit references, and/or meeting compliance requirements.
- Presents information on a variety of topics related to administrative responsibilities (e.g. financial information, master building plan, overviews of programs/services, policies and procedures, etc.) for the purpose of providing general information, training others, implementing actions, etc.

- Recommends solutions to a wide variety of complex issues (e.g. budget revisions, changes in support staff processes, etc.) for the purpose of addressing the operational needs and educational responsibilities of the district.
- Responds to complex and critical reports and inquiries from a wide variety of internal and external sources regarding development, implementation and evaluation of assigned programs for the purpose of identifying relevant issues and recommending or implementing action plans.
- Supports the Superintendent, Board, and department administrators for the purpose of developing and implementing services and programs and achieving operational goals.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; training, developing and supervising staff; analyzing budgets; analyzing data; classifying data and/or information; comparing results; conducting interviews; counseling and mentoring employees; critical observation; estimating required resources; investigating problems; and performing standard bookkeeping.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; current trends and practices in assigned area; education code; principles of employee development and management; project development, goal attainment and time management; accounting/bookkeeping principles; principles of conflict resolution; codes/laws/rules/regulations/policies; grammar, spelling and punctuation; knowledge of community resources; practicing cultural competency while working collaboratively with diverse groups and individuals; school safety and security practices.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities; working as part of a team; working extended hours; and working with frequent interruptions.

#### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing major organizational components; supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 30% sitting, 40% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field with increasing levels of responsibility is required.

**Education:** Masters degree in job-related area.

**Equivalency:**

**Required Testing**

Post Offer Physical Exam

**Continuing Educ. / Training**

**Certificates and Licenses**

Driver's License & Evidence of Insurability  
Valid Certificate Issued by DESE

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

5/8/2020

**Salary Grade**

P / Exec Dir-Sup Serv