

School District of Santa Rosa County
Job Description
Assistant Superintendent for Human Resources

Reports To: Superintendent
FLSA Status: Exempt
Department: Finance
Prepared by: Human Resources
Date: March 13, 2014
Job Code: 11040

Primary Duties and Responsibilities (Essential Functions):

- Provide leadership and direction for business services to support instructional programs for educational excellence
- Direct the preparation and administration of the annual School District budget
- Participate in the process of developing the district's compensation plans
- Prepare agenda items for School Board meetings
- Provide leadership in the development of the district budget and adherence to TRIM guidelines
- Oversee RFPs or bids as necessary in business services
- Direct District's cash management program
- Assist in the acquisition and disposition of School Board owned real property
- Oversee data processing services
- Respond to individual auditor concerns and questions during financial audit period and coordinate District's formal response to audits
- Supervise the preparation of financial reports
- Oversee the required audit of internal accounts
- Develop agenda and chair business management team meetings
- Review budgets of departments and schools
- Provide overall supervision of the district's investment program
- Provide vision and leadership for implementation of technology in business services
- Provide leadership and assistance in business area to expedite District's achievement of mission and serve as team leader for the business services function
- Assist in the preparation for collective bargaining negotiations
- Serve on the Superintendent's Executive Leadership Team
- Work to maintain effective community relations and interpret financial matters to the community
- Assist in the development of School Board policies and administrative guidelines
- Provide information to the Superintendent and Board on the financial status of the School District and the wide use of its resources through sound business management practices
- Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Superintendent as to their impact on the district
- Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action
- Prepare all required reports and maintain all appropriate records
- Coach and/or mentor subordinates
- Provide coordination of activities between units within the business services department and assist the Superintendent in coordinating activities between departments
- Enhance business services by serving on local committees, visiting schools, and making presentations
- Maintain liaison with federal, state, and local agencies regarding operations of the department
- Perform other incidental tasks consistent with the goals and objectives of this position

Supervision Received:

- Superintendent of Schools

Supervision Exercised:

- Finance Department Staff
- Data Processing

Minimum Qualifications & Skills Required:

- Master's Degree or higher in business management or accounting from an accredited educational institution; Bachelor's Degree in accounting
- Minimum of six years' experience in one of the above fields, two of which must have been in accounting and three in a supervisory capacity
- Have Certification as a Certified Public Accountant

Preferred Qualifications & Skills:

- Experience in preparing spreadsheets

Physical Demands:

- Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

- Approved Compensation Plan
- Administrative Salary schedule
- 12 Number of Months
- 8 Hours per Day

Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and personal leave
- Generous paid holidays

Conclusion:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.