**ANNOUNCEMENT OF POSITION**

**Title of Position**: Assistant Superintendent for Finance and Operations

**Work Year:** Twelve (12) months

**Start Date**: July 1, 2019

**Salary:** Salary range $120,000-140,000 depending on qualifications

**Organizational Relationship:** Responsible to the Superintendent of Schools.

**Job Description:**

The Assistant Superintendent for Finance and Operations will provide leadership and coordination of all aspects of the district’s financial and business services,including budget, payroll, accounts payable, accounts receivable, purchasing, The Supervisor of Transportation, Director of Human Resources, Director of Facilities, Director of Technology and Food Services (Whitsons).

**Performance Responsibilities:**

* Coordinates and facilitates the development of the annual budget including preparing and disseminating budget guidelines, providing training to and assisting administrators in preparation of department and school budgets, and presenting budget to stakeholders.
* Provides needed business services to support the instructional activities of the school district.
* Establishes and supervises a program of accounting and reporting for the financial affairs of the district, including controls for transfer of funds, and submit periodic reports to the School Committee detailing the status of the budget appropriation.
* Serves as fiscal agent for all state and federal grants; reviews and approves grant applications; coordinates grant submissions including requests for payments, amendments, and reports.
* Prepares financial reports in conformance with all required audit procedures, ensures regular audits are performed as required, and implements audit suggestions in a timely fashion.
* Prepares appropriate financial and/or other analytical reports.
* Monitors a district-wide plan for the management of special revenue funds, student activity and school-based internal funds.
* Establishes procedures for record keeping and maintaining all records that audit and legal requirements demand.
* Establishes standard operating procedure manuals for the deployment of efficient work processes, effective workflow and minimal paper processing.
* Coordinates the student, liability, automotive, and property insurance and associated risk management and risk prevention strategies.
* Prepares and submits the end-of-the year reports and financial reports.
* Monitors all Federal and State accounts and advises administrators assigned to the project management of said accounts to ensure procedures that are consistent with correct accounting practices and legal and regulatory directives.
* Supervises all accounting operations and establishes and supervises a program of accounting to record in detail all money and credit transactions.
* Administers a budget control system, submitting budget adjustments to the School Committee for approval in accordance with school district policy.
* Oversees student activity accounts, revolving accounts, donation accounts and any other accounts in the City Treasury that are established for school department purposes.
* Coordinates business operations with City Offices of the Auditor, Treasurer, Human Resources, Retirement, and Purchasing Agent.
* Oversees Director of Facilities and the administration of physical plant operations and maintenance, security and property protection and community use of school facilities and participates as part of a team in making decisions related to construction planning.
* Provides day-to-day oversight for school construction, reconstruction, or renovation projects including procurement, financial monitoring and oversight, contractor oversight, reimbursement requests, and reporting requirements.
* Develops and implements a process for assessing potential safety hazards in school buildings and on school grounds and prepares and administers school district emergency management procedures and protocols.
* Oversees all food service operations and/or contracts.
* Oversees the Director of Technology and all related operations and/or contracts.
* Oversees the Supervisor of Transportation and assumes responsibility for budget planning and development, long-range financial planning, managing the financial aspects of transportation and the following implementation functions: computation of net school spending, accounting, payroll, purchasing, bid specifications and contracts.
* Oversees the Director of Human Resources and assures communication and collaboration between HR ad the Business Office.
* Participates constructively in professional meetings with administrative staff and colleagues.
* Attends and participates in MASBO and other related organizations in Massachusetts.
* Monitors legislative changes in Education Reform Formula and impact on school finances.
* Assists in the development and implementation of administrative searches.
* Develops and implements all School Committee business and operations policies.
* Assumes general duties as directed by the Superintendent of Schools and the policies of the Haverhill School Committee.
* Acts as advisor to the Superintendent concerning financial and administrative affairs and matters of general importance to the educational program.
* Serves as acting Superintendent of Schools as necessary in the absence of the Superintendent.

**Supervisory Responsibilities**:

SupervisesFacilities, Food Services, Human Resources, Budget and Finance, Payroll, Transportation, and Technology. Evaluates of Director of Facilities, Supervisor of Transportation, Director of Human Resources, Director of Technology, and all business office support staff.

Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications:**

1. Master’s Degree in Business or Public Administration, Finance, Accounting or other finance related field from an accredited educational institution.

2. Significant executive managerial experience directing and managing financial services within a school district including but not limited to School Finances, Purchasing, Payroll, Accounting, Food Service, Grant Management, Facilities, Transportation and Personnel Administration.

3. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups including staff, parents, and the general public.

4. Strong analytical, computer and communication skills to support data base management, forecasting, cost-benefit analyses and decision-making activities; thorough knowledge of federal, state, local and school committee laws, policies, regulations and procedures relating to finance, budgeting, and employment; knowledge of sound management, budget planning and financial management principles and practices; labor relations and negotiations, public construction, municipal finance and city charter and by-laws; excellent organizational, management, oral and written communications and human relations skills.

5. Maintains appropriate Massachusetts educator licensure as a Business Manager, Assistant Superintendent and Superintendent.

6. Excellent communication skills including public speaking, writing skills and demonstrated ability to structure large amounts of information in a manner that is clear and easy to understand.

7. Must have the ability to analyze situations accurately and adopt an effective course of actions.

8. Organizational development, strategic planning, staff development and performance management skills at the executive level required.

**Closing Date:** March 15, 2019

**School Spring Posting #:**

**Address all Applications to:** ***School Spring (Preferred)***

 or

 Haverhill Public Schools

 Human Resource Department

 4 Summer Street - Room 104

 Haverhill, MA 01830

**An Equal Opportunity Employer**

*The Haverhill Public Schools is an Equal Opportunity Employer and is in compliance with Federal regulations prohibiting discrimination in employment on the basis of race, color, religion, national origin, age, gender, gender identity or expression, sexual orientation, or disability.*

(R 5.2013 SLM)