

These statements may not describe the entire job, but are intended to describe the general nature, essential functions, and level of qualifications and skills required for the position.

SPECIAL SCHOOL DISTRICT, St. Louis County, MO

Job Description

Position Title: Chief Operations Officer
Reports To: Superintendent of Schools

Summary: Manages the finance and operations functions of the district under the direction of the Superintendent of Schools.

Job Responsibilities:

1. Oversees preparation of the district's annual budget and prepares budget analysis.
2. Serves as the district's treasurer. Directs the custodianship of public funds, insurance programs, federal grants and cash management.
3. Supervises the Director of Finance and oversees all activities of the finance department including: Accounting and Payroll.
4. Supervises the Director of Facilities and oversees all facilities and maintenance activities.
5. Supervises the Director of Transportation and oversees all transportation activities including contracts with vendors and partner districts.
6. Supervises the Director of Purchasing and Materials Management and monitors adherence to district policies.
7. Supervises the Director of Student Data and monitors the preparation of Core Data, MOSIS and federal data submissions.
8. Supervises the Director of Safety and Security to ensure a safe and secure learning and working environment.
9. Develops and maintains communications with state and federal agencies and the financial community. Coordinates reviews of appropriate areas with legal counsel, independent auditors, board advisors and district staff.
10. Directs the preparation of periodic financial reports to the Superintendent, Board of Education, Governing Council, external agencies and members of the general public.
11. Assists the Superintendent in the development of short and long-range financial plans including recommendations concerning tax levy and bond issuances.
12. Assists the Superintendent in the recommendation of Board policies and administrative regulations to guide the district's business and finance functions and delivery systems.
13. Ensures procedural compliance with state and federal regulations, board policies and administrative regulations.
14. Oversees the planning and development activities of the finance department in collaboration with department directors.
15. Collaborates with the Chief Human Resources Officer to recommend employment of personnel in the finance and operations divisions.
16. Performs other duties and responsibilities as assigned.

Qualifications:

Education and/or Experience:

- Master's degree in business administration or accounting required
- Experience with DESE financial management systems required
- Five years management experience in school district finance required
- Experience with school district transportation and facilities management preferred
- Understanding of local, state and federal funding and revenue sources
- Experience with financial forecasting and budget projections

Essential Functions:

(As required by law, reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of a job.)

Language Skills

Ability to read, analyze and interpret research and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints. Ability to effectively present information to administrators, staff, parents, public groups, and boards of education.

Mathematical Skills

Ability to apply concepts of basic math, algebra and geometry. The ability to use descriptive and inferential statistics to analyze, interpret and present data.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands

While performing the duties and responsibilities of this job, the employee is regularly required to talk and hear, stand, walk, sit, and use hands and arms to handle, feel and reach. The employee is occasionally required to stoop or kneel and occasionally lift and move up to 15 pounds. Regular attendance on the job is expected. The employee must have the ability to travel.

Terms of Employment:

Contract terms covering compensation, benefits and working conditions are specified by the Board of Education's policies, agreements and approvals.

Approved Date: January 2020