**TITLE:** Executive Director of Business and Operations

**BASIC FUNCTION:** To provide leadership in the planning, implementation, and evaluation of administrative, financial services and general operations for the school district and administer the District's business affairs in such a way as to provide the best possible educational services with the financial resources available.

**REPORTS TO:** Superintendent

**JOB PERFORMANCE RESPONSIBILITIES:**

**Financial Leadership**

* Lead the collaborative process to develop both the certified and line-item budgets annually.
* Analyze and interpret the financial position of the District to ensure financial stability and security including monitoring of the actual financial position against the Certified Budget and line-item budgets.
* Provide ongoing budgetary information and financial reports to the Board, Superintendent, and others as needed including data analysis and projections.
* Serve as an advisor to the School Board and Superintendent on all matters relating to the business and financial affairs of the district.
* Co-lead, with the Superintendent, meetings of the Board Operations and Management Committee and other finance committees as directed by the Board or Superintendent.
* Supervise all financial operations of the district including cash receipts, cash disbursements, payroll, and financial reporting functions.
* Manage capital project funds and long-term debt.
* Assist with the financial management of school enterprise funds including Nutrition, Daycare, and Community Education programs
* Serve as liaison with external auditors.
* Oversee the hiring process including job postings and employment agreements.
* Serve on the negotiations team for management in collective bargaining. Oversee financial and employee data for negotiations.

**Operations Management**

* Oversee facility master planning (including collaboration with architect, engineers, and/or construction managers) for construction projects.
* Collaborate with bond financial advisor and bond attorney to ensure availability of capital project funding for the facility master plan.
* Work collectively with the Director of Buildings and Grounds, Director of Technology, Principals, and other partners to implement the facility and grounds master plan, technology plan, and other district initiatives.
* Oversee purchasing of supplies, equipment, and services at best prices and quality to meet the needs of the district. Ensure purchases follow applicable federal, state, and district bid procedures.

**Other Responsibilities**

* Actively monitors and leads all system attributes to align district actions to the Saydel Strategic Plan Targets.
* Serves as Board Treasurer including supervision of the collection, safekeeping, and distribution of all district funds.
* Maintain contact/membership with relevant state and national organizations to keep district staff advised of current best practices and resources.
* Maintain knowledge of state laws, court decisions, and other sources of information relevant to the district's financial position, reporting, employment matters, and other applicable topics.
* Performs such other duties from time to time as may be required by law, by the Department of Education, by the Board, or by the Superintendent.

**SUPERVISES:**

* Business Office:
  1. Business Specialist
  2. Business Clerks
* Director of Human Resources
* Director of Buildings and Grounds
* Director of Food Services
* Director of Technology

**QUALIFICATIONS:**

* Bachelor's degree in business/accounting or a related field
* Iowa school finance experience highly desired
* Alternative qualifications as the Board may find appropriate and acceptable
* Supervisory experience preferred

**LICENSES AND OTHER REQUIREMENTS:**

* Valid Bloodborne Pathogens and Right to Know training certificates
* Valid School Business Official Authorization, or willingness to obtain
* Iowa School Business Management Academy Certification, or willingness to obtain
* Bondable
* Successful completion of criminal background investigation
* Highly organized and able to successfully manage multiple projects simultaneously
* Excellent written and oral communication skills
* Highly knowledgeable in the use of technology to enhance workflow and operational efficiency