

# ASSOC. SUPT. FOR FINANCIAL AND RISK MANAGEMENT & SECURITY SERVICES

JOB STATUS: OPEN

EFFECTIVE: 2018-19

POSTING DATE: 11/30/2018

CLOSING DATE: 12/14/2018 04:30 PM

POSTING NUMBER: 00029585

LOCATION: EXECUTIVE

POSITION TITLE: ASSOC. SUPT. FOR FINANCIAL AND RISK MANAGEMENT & SECURITY SERVICES

REPORTS TO: Deputy Superintendent

## BASIC QUALIFICATIONS:

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Possession of a master's degree in school administration, business administration, public administration, or related field and preferably completion of job-related courses above the master's degree level; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Must possess a comprehensive knowledge of fiscal operations including budget development, budget management, accounting, payroll, and procurement.

Must possess a comprehensive knowledge of logistics which involve complex problems of a financial nature. Capable of long- and short-range planning, knowledge of budget planning, personnel management, and ability to develop policies and procedures to guide and manage finance and risk management and security operations of the School Division.

## STATE REQUIREMENTS/QUALIFICATIONS:

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Master's degree in business administration, school administration, public administration, or a related field.

## PHYSICAL REQUIREMENTS:

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to stand and/or sit for prolonged periods and entails significant degree of daily typing, data entry, and use of a keyboard. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low to moderate.

## BASIC FUNCTION/NATURE OF WORK:

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Serves as the principal advisor and assistant to the Superintendent in the areas of finance and risk management and security services. Supervises the functions of finance and risk management and security.

As the School Division's chief financial officer, the Associate Superintendent for Financial and Risk Management and Security Services has critical oversight responsibilities for the School Division. This position requires extensive experience in school finance with higher level formal training in business administration and finance. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Demonstrate broad knowledge of the principals, practices, methods, and theories of modern management and current trends related to assignment.
- Ability to manage fiscal, physical, and human resources necessary to carry out the diverse functions and programs of the department.
- Demonstrated ability to think strategically.
- Ability to plan, formulate, and execute policies and programs.
- Ability to explain and interpret PWCS regulations, policies, and rules to individuals and groups in order to gain compliance, cooperation, and understanding.
- Ability to analyze a variety of administrative and fiscal problems and make sound recommendations for solutions.
- Ability to establish effective cooperative working relationships with officials, including the ability to develop consensus that accommodates conflicting interests and viewpoints.
- Ability to create an organizational culture of client-centered service.
- Ability to manage a large staff through subordinates.
- Ability to communicate effectively, both orally and in writing.

## DUTIES & RESPONSIBILITIES/ILLUSTRATIVE EX OF WORK:

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The Associate Superintendent for Financial and Risk Management and Security Services serves as the principal advisor and assistant to the Superintendent in the functional areas described above. These duties and responsibilities include the preparation of the School Division budget and long-range financial plan, and risk management and security functions.

Within the limits of Division policies, procedures, programs, and budgets, the Associate Superintendent for Financial and Risk Management and Security Services is responsible for, and has commensurate authority, to accomplish the duties set forth below:

- Works collaboratively with all stakeholders in Providing A World-Class Education.
- Provides reports and presentations for the purpose of keeping the Superintendent, School Board, and other entities informed regarding the financial activity of the Division. Serves as the School Division's Chief Financial Officer; responsibilities include budgeting, accounting, audit, accounts payable, purchasing, payroll, warehousing, inventory, courier and mail services, and coordination of internal audit.
- Develops objectives for the Division's financial and risk management and security services in conformance with overall Division directives and designs strategies to reach desired goals expressed in terms of comprehensive short- and long-range goals.
- Represents PWCS on department-specific matters at the national, state, regional, and local levels.
- Ensures compliance with federal, state, and local legislation.
- Organizes and directs assigned functions to achieve stated objectives and periodically reviews these functions in terms of their effectiveness and makes recommendations.
- Provides advice, counsel, and support to the School Board, Superintendent and Deputy Superintendent, Superintendent's Staff, and School Leadership Team (e.g., school principals).
- Primary responsibility for the development of the annual budget and five-year budgeting plan.
- Oversight of the Office of Risk Management and Security Services, including security programs, crisis response preparation and management, insurance and self-insurance programs, community use of schools, safety programs, and investigations. Maintains close working relationship with County Police in security and emergency preparedness matters; maintains cooperative and collaborative relationship with County Department of Parks and Recreation to facilitate and enhance the maintenance and use of School Division buildings and fields.
- Serves as member of the School Board Internal Audit Committee, provides administrative support and guidance to the Chief Internal Auditor.
- Maintains relationships with outside organizations including applicable government agencies, Virginia Department of Education, Virginia Region IV, Prince William County staff, surrounding school divisions, and other community groups.
- Interfaces with personnel of other school divisions' financial and operations staff for sharing of appropriate information, strategy planning, and joint program coordination.
- Provides for the selection and development of department employees to staff assigned functions; evaluates subordinates' performance; and recommends compensation changes to ensure the attraction, retention, and motivation of a highly qualified staff.
- Keeps abreast of the latest developments in public education, with special attention to the fields of finance, budget, and risk management and security through such activities as reading and attendance at seminars and conferences.
- Participates in local, state, and national organizations within assigned areas of responsibility.
- Identifies new and innovative business practices for the purpose of providing effective and efficient fiscal services.
- Completes other duties as assigned.

**DIMENSIONS:**

The Associate Superintendent for Financial and Risk Management and Security Services has overall responsibility for the development, management, and accounting for an annual total budget in excess of \$1.6\* billion. The position monitors and reviews the pay for over 15,000\* employees. Responsibilities also include oversight for the safety and security of more than 90,000\* students.

Budget Responsibilities (specific to Financial and Risk Management and Security Services):

Budget Responsibilities: Approximately \$10 million

Employees Supervised: Approximately 120

Number of Schools/Departments: Support for 100\* schools/centers / direct supervision of two offices within the department

Number of Students: More than 90,000\*

\*Current as of the 2018–19 School Year

\*This posting will close on 12/14/2018 or until an exceptional candidate is hired.

SALARY: Grade 22: \$169,878 - \$221,853 per year (competitive benefits)

DAYS: 250

FULL TIME/PART TIME: Full Time

[Prince William County Schools Nondiscrimination Policy](#)