

ASSISTANT SUPERINTENDENT FOR BUSINESS & PLANNING

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Serves as the principal adviser and assistant to the Superintendent in the area of business and planning. Supervises the functions of budget and finance for the School Division; does related work as required. Work is performed under general supervision. Supervision exercised over departmental personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assists the Division Superintendent with business and planning for Fauquier County Public Schools. (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for annual budget development process and assisting the Superintendent in long-range and strategic planning.
- Develops the school operating, CIP and Business /Support Services budgets with supporting documentation for presentation to the Superintendent, School Board and Board of Supervisors.
- Supervises and coordinates the activities of the District to include, fiscal services, budgeting, modernization and new construction projects.
- Reviews the financial status of the school division during the year and makes recommendations as appropriate regarding expenditures.
- Supervises the accounting program and reporting of the financial affairs of the school division, implements procedures for budget control and development or reports for the School Board and federal and state departments of education.
- Collect monthly enrollment from schools for teacher/student ratio, projection of capacity needs, and data for state attendance reports; annually develop school capacity and enrollment projections.
- Consults with the Superintendent, School Board members and other staff as questions arise relating to the school division's business operation.
- Assists with conducting studies on enrollment, staff projections, staff utilization, and budgeting needs for personnel.
- Serves as the school division's contact with members of Congress, U.S. Department of Education, National Association of Federally Impacted Schools, and the State Department of Education regarding revenue and financial assistance as required.
- Oversees the property, casualty, and liability insurance programs for the school division.
- Provides the appropriate bonding of employees as required by state law.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess a comprehensive knowledge of logistics which involve complex problems of a support 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 support operations of a school division; ability to work independently; ability to present ideas effectively orally and in written form to a variety of audiences; ability to maintain technical records; ability to establish and maintain effective working relationships with school personnel and the general public.

EDUCATION AND EXPERIENCE:

A Masters degree is required, Doctorate preferred; extensive experience in school budget and finance as well as formal training in business administration and higher level formal training in business administration and finance.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; high level of intensive mental work required; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.