

SOUTHERN YORK COUNTY SCHOOL DISTRICT

JOB DESCRIPTION: Chief Financial and Operations Officer

The position of Chief Financial and Operations Officer is the position of Business Administrator for purposes of 10-1089 of the Pennsylvania school code.

QUALIFICATIONS:

1. Master's degree in business administration
2. Demonstrated ability to work independently, communicate effectively (with excellent speaking and writing skills), and manage a staff of supervisory personnel
3. Minimum of five years school district business office/support function experience
4. Pennsylvania school business official designation
5. Previous work experience in dealing with the public
6. Such alternatives to the above qualifications as the Board may deem appropriate

REPORTING AUTHORITY: Superintendent of Schools

SUPERVISORY RESPONSIBILITIES: Direct or indirect responsibility for all business/support functions including, but not limited to: human resources, technology, student transportation, food service, community education, facilities, community information, safety and security, insurance program, business and finance.

DIRECT REPORTS: Coordinator of Student Transportation, Business Manager, Food Service Manager (Contracted), Coordinator of Human Resources, Coordinator of Technology, Director of Operations, Coordinator Marketing and Public Information, and Cabinet Secretary.

GOAL: To administer overall business/support functions in an efficient and ethical manner and in support of the school district's overall mission

ESSENTIAL FUNCTIONS:

1. Provides overall direction and leadership for the human resources office, charged with maintaining employment records; ensuring compliance with applicable public school employment
2. Provides overall direction and leadership for student transportation office, charged with conducting the student transportation system in a safe and efficient manner, consistent with the policies of the Board of Education

3. Provides overall direction and leadership for the business office, charged with administering business operation functions in an efficient, ethical manner and in support of the overall mission of the school district
4. Provides overall direction and leadership for contracted food service charged with providing a school lunch and breakfast program
5. Provides overall direction and leadership for community education, charged with coordinating activities associated with offering district adult education, after-school enrichment, summer enrichment, and adult wellness programs
6. Provides overall direction and leadership for technology, charged with coordinating district-wide technology functions.
7. Provides overall direction and leadership for facilities management, charged with managing the physical plant and services in a manner that is cost effective, safe and consistent with the mission of the School District.
8. Provides overall direction and leadership for community information, charged with distributing accurate, timely, and meaningful information to internal (staff) and external (public) users about district events, policies, procedures, news, and plans
9. Serves as a member of the superintendent's cabinet, charged with providing leadership, vision school district operation

POSITION SPECIFICATIONS:

Physical Demands:

1. Frequent travel to school district offices, regional offices, PDE
2. Often sitting at desk for extended periods
3. Standing for limited periods of time
4. Moderate lifting from 10 to 20 pounds
5. Some carrying - up to 30 pounds
6. Manual dexterity to use office equipment
7. Repetitive movement of fingers and hands for keyboarding

Sensory Abilities:

1. Visual acuity to read correspondence, computer screen'

2. Auditory acuity to be able to use telephone, interview job candidates, and conduct staff meetings
3. Ability to speak clearly and distinctly

Work Environment: Generally, office setting year round

Temperament:

1. Ability to work as a manager and member of a team
2. Must be courteous and able to effectively manage people
3. Must be cooperative, congenial and service-oriented, and promote these qualities in the department
4. Ability to work in an environment with frequent interruptions

Cognitive Ability:

1. Ability to follow written and verbal directions and give direction to others
2. Ability to create and delegate assignments
3. Ability to complete assigned tasks with minimal supervision
4. Ability to read, write and do complex computations
5. Ability to use correct grammar, sentence structure and spelling
6. Ability to compose clear, concise sentences and paragraphs
7. Ability to organize office setting to efficiently accomplish tasks
8. Ability to work independently and make work-related decisions
9. Ability to exercise good judgment in prioritizing tasks, and directing staff
10. Ability to communicate effectively at all organizational levels.

Note: All abilities above must be at a professional management level, as expected from the required educational level of the job (i.e., Master's, and above) and the previous experience required.

Specific Skills:

1. Ability to use computer technology efficiently
2. Must appropriately handle confidential information
3. Ability to manage a complex department with varied changing, service demand
4. Ability to use AV Equipment for group meetings, presentations, overheads, projectors, video equipment.

License: Valid Driver's License

Comments:

1. Position holder must have a friendly, helpful, caring personality
2. Position holder has relatively unrestricted access to information for the district and knowledge of management/operational activities
3. Position holder must have transportation
4. Position holder must be available for evening meetings.

The position specifications 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.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

TERMS OF EMPLOYMENT: Specific terms and conditions of employment relating to salary and working hours will be set forth in the Board's policy on Administrative Compensation

SALARY/BENEFITS: Salary to be established by the Board of Education

EVALUATIONS PROCESS: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Administrative evaluation

Adopted by Board of Directors on: February 1, 2007

Updated: March 17, 2016

Southern York County School District is an Equal Opportunity Employment, Educational/Service Organization.