REPORTS TO: Superintendent of Schools

JOB GOAL:
Under the supervision of the Superintendent of Schools and in harmony with the policies, rules, and regulations of the Board of Education, the Director of Finance and Operations has general charge of planning, organizing, coordinating, and directing the business and plant operations and services of the school system.

The Director of Finance and Operations performs as financial and business assistant to the Superintendent of Schools. In this capacity, he/she assumes responsibility for the administrative direction, review, and coordination of services and functions, including, but not limited to, budget compilation and operation and maintenance of plant and facilities, food service programs, and pupil transportation systems.

The person who serves in this capacity develops and recommends programs, systems, and performance objectives for each major operating function and provides assistance as needed to resolve problems which arise as each function strives to attain its immediate and long-range objectives. To support students in improving literacy achievement.

RESPONSIBILITIES MAY INCLUDE:

FINANCIAL PLANNING
- Develops the annual operating budget of the school system.
- Develops the annual and long-range plans and programs for capital improvements and capital projects.
- Develops short-range and long-range plans for the fiscal operation of the school system.
- Compiles data relative to the annual projection of school population of the district.
- Supervises and controls the expenditure of budget appropriations in accordance with fiscal programs as outlined in the annual operating budget.
- Acts as financial liaison with the city regarding sources of revenue.

ACCOUNTING AND AUDITING
- Supervises and controls payroll systems and procedures.
- Supervises and controls accounts payable systems and procedures.
- Develops data re: unit costs and cost accounting systems and procedures.
- Develops systems for the internal audit and control of expenditures and expenditure programs.
- Maintains an up-to-date inventory of equipment and furnishings.
- Serves as a resource person who furnishes advice regarding the legality and feasibility of financial transactions and procedures.
- Develops procedures and systems for the proper and complete recording of financial transactions.
- Maintains, reports on, and manages all project reserve funds.
- Maintains, supervises, and controls all major building project budgets.

PURCHASING AND SUPPLY MANAGEMENT AND MATERIALS CONTROL
- Develops and supervises programs and procedures for the requisitioning and purchasing of supplies, materials, and equipment in accordance with budget requirements and constraints.
- Develops specifications and bidding procedures for the purchase of services and supplies and equipment in accordance with the requirements of Board of Education policies and regulations.
OPERATION AND MAINTENANCE OF PLANT AND FACILITIES
- Develops and supervises rules and regulations governing, but not restricted to, the following areas related to the operation and maintenance of school plant and facilities.
  - Custodial and maintenance work standards and job requirements.
  - Allocation of funds, manpower, equipment, and resources to achieve established standards.
  - Securing of plant and facilities.
  - Repair, maintenance, alteration and improvement of buildings and facilities.
  - Regular inspections and evaluation of custodial maintenance services, programs, and procedures.
  - Development and supervision of work improvement and training programs.
  - Scheduling and evaluation of programs related to the community use of school facilities.

CONSTRUCTION AND EXPANSION OF SCHOOL PLANT AND FACILITIES
- Serves as representative of the Board of Education and the Superintendent of Schools in matters related to the construction and expansion of plants and facilities. Responsibilities in this capacity include:
  - Meetings with building committees, architects, and other appropriate officials and agencies.
  - Meetings with appropriate officials of the State Department of Education.
  - Submission of required grant application forms and documents to the State Department of Education in accordance with timelines and schedules as established by legislative and State Department mandates and requirements.
  - Submission to the Superintendent on a regular basis of financial reports on appropriations allocated for new building construction and/or major programs of capital improvements or expansion.

PERSONNEL MANAGEMENT AND SUPERVISION
- Manages and supervises classified personnel, including:
  - The employment, job placement, assignment to an appropriate step on a specific salary program, supervision, and evaluation of all classified staff members.
  - The establishment of appropriate working conditions, work analysis programs, disciplinary procedures, and appropriate termination procedures.
  - Negotiations with unions which represent classified staff members, including involvement in grievance procedures, and mediation, fact finding, and arbitration procedures.
  - Interpretation of terms of negotiated contracts to staff.
  - The maintenance of up-to-date personnel records, reports, and files on classified staff members.

TRANSPORTATION OF PUPILS
- Puts into effect Board of Education policies and regulations governing the transportation of school children.
- Develops written specifications and requirements for the solicitation of bids and awards contracts for the transportation of school children. Negotiates new contracts or extensions/modifications.
- Develops appropriate scheduling and routing procedures for the efficient and economical transportation of school children.
- Develops appropriate systems and procedures for the regular supervision and inspection of contract bus transportation services.

FOOD SERVICE PROGRAM
- Develops rules, regulations, and procedures in accordance with policies established by the Board of Education governing the operation and maintenance of a food service program. Such rules and regulations must include, but not be limited to:
  - Staff employment, management, and supervision.
  - Cost accounting, cost analyses, and reporting.
  - The relationship of the food service program to appropriate education programs.
OTHER DUTIES AND RESPONSIBILITIES

- Develops in accordance with policies established by the Board of Education an appropriate system which provides for the compilation and appropriate dissemination of financial and statistical reports and other timely data on the fiscal operations and management of the school system.
- Compiles and transmits in a timely manner required fiscal reports and fiscal reports and data to appropriate local, state, and federal agencies.
- Acts as resource person for information on insurance and insurance requirements.
- Acts as liaison with legal counsel in all matters of dispute (with the exception of certified personnel and special education matters).
- Responds regularly to reporters’ requests.
- Attends and presents at regular Board and Sub-Committee, Board of Finance, City Council Meetings, as necessary
- Fulfills such other appropriate duties and responsibilities as assigned by the Superintendent of Schools.

CERTIFICATION & QUALIFICATIONS:

- Three to five years’ experience in managing school business and plant operations and services or equivalent desired.
- Four-year degree in Business, Accounting or Finance or equivalent required.
- Master's in Business Administration, Finance or Accounting preferred.
- Certified Public Accountant credentials desired.
- Must hold or be eligible to hold a State of Connecticut Educator certificate with School Business Administrator (085) endorsement.
- Demonstrated ability to work under pressure and within time constraints.
- Proven ability to oversee staff and build consensus among peer professionals.
- Excellent communication, interpersonal, leadership, and organizations skills.
- Demonstrated ability to evaluate staff in accordance with Board policies and practices.
- Ability to establish and maintain effective working relationships with staff and administration.
- Demonstrated knowledge in the use of PC software applications, i.e., Windows, Excel, Access and Word.

SALARY AND TERMS OF EMPLOYMENT: 12-month position, non-bargaining. Salary commensurate with experience and education level.

APPLICATION PROCEDURE: To apply, please visit https://www.applitrack.com/torrington/onlineapp/default.aspx and follow the appropriate link.