

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### EXECUTIVE DIRECTOR, BUSINESS ANALYSIS AND SUPPORT

**SALARY SCHEDULE: ADMINISTRATIVE A**

**COST CENTER: BUSINESS SUPPORT SERVICES (9035)**

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited institution
- (2) Minimum 5 years administrative experience
- (3) Broad based experience in organizational development, budgetary processes, and systems.
- (4) Minimum 5 years experience in directing and responding to regulatory compliance issues.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Sound working knowledge of and passion for education. Knowledge of organizational systems which promote student achievement and instructional growth. Knowledge of budget and finance procedures and practices. Knowledge of laws, regulations and policies governing the operation of school districts. Ability to communicate effectively, both orally and in writing. Positive interpersonal skills. Ability to organize, prioritize and delegate functions. Ability to assess, analyze, plan, implement and evaluate processes and services. Ability to correlate organizational needs, performance measures and staff development.

**REPORTS TO:**

Associate Superintendent/Chief Financial and Business Officer

**JOB GOAL**

Support the district's efforts in the development of systems that support the management and effective use of all fiscal, organizational and informational assets, while improving performance and accountability, promoting a high level of customer satisfaction and cost sensitivity.

**SUPERVISES:**

Personnel as assigned by Associate Superintendent

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Recommend organizational structures and systems that promote efficient and effective use of revenue sources.
- \* (2) Assist schools, departments and programs maintain fiscal responsibility with limited resources while increasing revenue generating possibilities.
- \* (3) Recommend and evaluate organizational structures that are cost effective while promoting a strong customer service orientation.
- \* (4) Propose structures, systems, and policies that holds all staff members accountable for the financial well-being of the school district.

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- \* (5) Provide data, analysis and options in order to formulate management strategies as needed for program review and related policy decisions.
- \* (6) Provide information and insight on areas of responsibility to Associate Superintendents.
- \* (7) Coordinate the district's response to external audits, reviews, evaluations and assessments.
- \* (8) Provide guidance and support to schools, departments and programs in areas related to audits and reviews.
- \* (9) Establish systems and procedures to provide continuous communication and feedback to staff engaged in District work routines to enhance productivity and accountability.
- \* (10) Establish mechanisms and structures to promote the development of leadership and managerial skills needed by staff in the district.
- \* (11) Maintain accurate data for non-instructional areas of the district.
- \* (12) Manage the resources of the cost center efficiently and effectively.
- \* (13) Secure external resources, when possible, to support district operations.
- \* (14) Provide recommendations to the Superintendent regarding employee hiring, promotions and disciplinary actions.
- \* (15) Provide strategic direction to relevant departments regarding performance, accountability and efficacy.
- \* (16) Assist in the interpretation of programs, philosophy and policies of the district to staff, students and the community.
- \* (17) Interact with parents, outside agencies, business and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- \* (18) Respond to inquiries or concerns in a timely manner.
- \* (19) Keep the superintendent informed of potential problems or unusual events.
- \* (20) Disseminate information and current research to appropriate personnel.
- \* (21) Keep well informed about current trend and best practices in areas of responsibility.
- \* (22) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (23) Promote and support professional growth for self and others.
- \* (24) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- \* (25) Maintain a network of peer contact through professional organizations.
- \* (26) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \* (27) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (28) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- \* (29) Serve on District, state or community councils or committees as assigned or appropriate.
- \* (30) Represent, consistently, the District in a positive and professional manner.
- \* (31) Provide leadership and direction for the assigned areas of responsibility.
- \* (32) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- \* (33) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \* (34) Assist in implementing the District's goals and strategic commitments.
- \* (35) Exercise proactive leadership in promoting the vision and mission of the District.
- \* (36) Provide oversight and direction for cooperative planning with other agencies.
- \* (37) Set high standards and expectations for self and others.
- \* (38) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \* (39) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \* (40) Facilitate problem solving by individuals or groups.

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- (41) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(42) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATIONS:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement no. 10**

\*Essential Performance Responsibilities