

SCHOOL DISTRICT OF ALACHUA COUNTY

DIRECTOR -- BUDGET

JOB DESCRIPTION

FLSA:	Exempt	BARGAINING UNIT ELIGIBILITY:	No
CONTRACT CODE:	05	PAY GRADE:	05
		SALARY SCHEDULE:	Administrative

QUALIFICATIONS:

- (1) Bachelors degree from an approved accredited educational institution with specialization in business or public administration related degree, Master’s degree preferred;
- (2) Minimum of five (5) years experience in the administration of budget, insurance, and/or finance/payroll.

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of budget procedures and insurance programs including employee group health and life and property. Knowledge of payroll systems, insurance contracts and ratings, and both conventional and self-insurance programs. Ability to develop programs within parameters prescribed by the administration and Collective Bargaining Agreement. Ability to supervise, assign, and evaluate personnel. Knowledge of computer operations and systems development and implementation.

REPORTS TO:

Superintendent, Assistant – Planning, Budgeting and Systems Accountability

JOB GOAL

To plan, develop, and coordinate an effective comprehensive Budget, Insurance program, and Payroll system for the District.

SUPERVISES:

Assigned personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Plan, administer, and control budgeting and business-related activities of schools and departments.
- * (2) Assist in the preparation and administration of the annual District budget.
- * (3) Develop, implement and oversee a variety of insurance programs designed to provide coverage and protection for the District.
- * (4) Conduct staff development workshops.
- * (5) Monitor programs for compliance with local, state and federal law.
- * (6) Serve as liaison between the district and insurance agency representatives.
- * (7) Direct and manage employee group health insurance programs for the district.
- * (8) Serve as consultant to administration in all matters pertaining to budget, group insurance, and payroll.
- * (9) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- * (10) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.

- *(11) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- *(12) Be knowledgeable of and adhere to Board policies.
- *(13) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- *(14) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- *(15) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- *(16) Monitor district compliance with applicable codes, rules and statutes.
- *(17) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- *(18) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- *(19) Assist in the preparation and administration of the District and divisional budget.
- *(20) Participate in the development of policies and procedures.
- *(21) Attend meetings and conferences to promote professional growth and benefit the District.
- *(22) Maintain expertise in assigned areas to fulfill project goals and objectives.
- *(23) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- *(24) Develop appropriate Board agenda items pertaining to areas of responsibility.
- *(25) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- *(26) Respond to inquiries and concerns in a timely manner.
- *(27) Model and maintain high ethical standards.
- *(28) Plan, implement, and evaluate staff development activities of assigned personnel.
- *(29) Adhere to applicable safety standards.
- *(30) Follow attendance, punctuality, and proper dress rules.
- *(31) Maintain confidentiality regarding school/workplace matters.
- *(32) Serve on school/district committees as required or appropriate.
- *(33) Perform other duties as assigned.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

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

TERMS OF EMPLOYMENT:

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

EVALUATION:

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

