



**Ludington Area School District
Central Business Office Administrative Posting**

Job Summary

The Director of Business Services is responsible for the overall financial operation of the District, including the development and maintenance of the annual budget and long range financial projections. The Director is a member of the Superintendent's cabinet with a central role in District planning and analysis of current programs, support systems, and expenditures.

Essential Functions

FISCAL MANAGEMENT

- Responsible for budget development, administration and long range financial planning for the District; Participates on the Superintendent's cabinet.
- Develops a systematic annual fiscal plan to make budget assumptions for both short-term and long-term capital and operational expenditures. Assists the Superintendent in all budget preparations; Serves as lead financial adviser to the Superintendent.
- Develops a descriptive budget document that displays proposed expenditures in a way that is understandable and easy to read, consistent with community and state mandates.
- Supervises and controls expenditure of budget appropriations in accordance with the Board's budget goals and objectives.
- Compiles data and reports regularly to the Superintendent and the Board on matters relating to budget revenue and budget expenditures and balances.

PERSONNEL MANAGEMENT

- Manages five subordinate supervisors, who supervise a total of approximately 150 employees in the Business Support Services, Food Service, Transportation, and Maintenance and Operations Departments.
- Responsible for the management, supervision, and evaluation of support staff personnel; Responsible for personnel issues relative to the LESPA Master Bargaining Agreement.
- Determines employee classifications, job placements, disciplinary procedures, termination procedures, and work analysis programs for support staff personnel.
- Negotiates with bargaining units representing all classified and certified personnel consistent with guidance from the Superintendent and the Board of Education.
- Develops comparative data and cost estimates relating to compensation for negotiations between the certified and classified staff and the Board of Education.

ACCOUNTING AND FISCAL MANAGEMENT

- Directs the development of all accounting and reporting procedures, systems, and upgrades put in place to record budget appropriations, expenditures, and revenues in accordance with acceptable accounting and reporting procedures.
- Responsible for monitoring all accounting functions against budget appropriations, and reports to the Board on the status of budget appropriations.
- Actively supervises payroll systems and procedures: Accounts payable systems and procedures; and relevant cost accounting systems and procedures.
- Monitors the systems for internal audit of periodic bookkeeping and accounting transactions, particularly student activities and other fiduciary funds.

- Remains current regarding state and federal legislations relating to: employee compensation, employee benefit programs, grants programs.
- Presents timely budget status reports to the Superintendent and the Board.
- Serves as a resource regarding the legality and feasibility of financial transactions.
- Maintains a current inventory of all school equipment and furnishings.
- Serves as liaison and resource person with all committees; attends meetings as required.
- Prepares documents and information related to school millage elections, bonding and other financial issues.

MANAGEMENT OF PURCHASE OF SUPPLIES AND MATERIALS

- Develops procedures and supervises programs for purchases of supplies and materials consistent with budget requirements and constraints.
- Prepares bid specifications for purchases of equipment, supplies, and services consistent with budget requirements and constraints.
- Develops means for evaluating or testing goods or services that are purchased.

OPERATIONS AND MAINTENANCE OF PLANT

- Directs the supervision and management of maintenance and operation personnel.
- Sets work standards and evaluation methods to measure personnel performance.
- Supervises the purchase of materials, supplies, and equipment acquired by and for the maintenance and operation staff.
- Allocates funds, manpower, and equipment resources to achieve established standards of cleaning and maintenance.
- Manages Board policy governing the community use of public school buildings.
- Directs the establishment of employee training and work improvement programs.
- Manages state mandated programs to monitor environmental conditions which may affect school children and other school building occupants.

DUTIES OF THE POSITION

- Performs other related duties, as directed by the Superintendent of Schools.

Personal Characteristics:

Results Orientation

- Promotes a shared belief that every child deserves expert instruction and that all team members are advocates for students and their learning.
- Sets high performance goals for themselves and others; Creates a sense of urgency around high quality teaching practices.
- Establishes and monitors standards for excellence with students, teachers, staff and stakeholders.
- Supports administration in aligning school resources, while prioritizing activities to achieve maximum results based on vision and goals.
- Relentlessly focuses on student achievement, but places value on the importance of educating the whole child.

Develop and Lead High Performing Teams

- Assists administration in effectively building and organizing teams to mirror the school's vision and to produce results.
- Understands team strengths and gaps; Supports assignments that build team capacity.
- Effectively delegates to others and engages the team in decision-making.
- Consistently inspires excellence and promotes high morale; Recognizes patterns and trends related to school performance.
- Analyzes complex information to formulate strategic vision and develop action plans.

- Assists administration in identifying appropriate metrics, while using qualitative and quantitative data to assess performance and drive goals and decision-making.

Confidence to Lead

- Consistently takes on challenging situations; Demonstrates a strong commitment to others and presents ideas with confidence.
- Takes personal responsibility for mistakes and learns from them, while consistently following up with analysis and corrective action.
- To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications

- Must possess at least a Bachelor's degree in Business Administration, Accounting, Finance, or other applicable field; Master's Degree in an applicable field or CPA designation is preferred.
- Three year's successful work experience in auditing within a public accounting firm, or experience in school finance; Michigan Chief Business Official Endorsement preferred.
- Successful experience in a supervisory capacity; Successful experience in educational institution work and familiarity with Michigan Public School Accounting.
- Human Resources leadership experience preferred; Knowledge of Public Employment Relations Act (PERA), the Michigan Employment Relations Commission (MERC), the Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), PA 54 of 2011, PA 152 of 2011, PA 300 of 2012, Workers Compensation, Unemployment Compensation, and other applicable employment and school laws.
- Knowledge of contract and labor negotiations and administration; Extensive technology literacy and computer background and experience; Experience with software and operations of computerized financial accounting systems.
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Other Requirements

- Strong analytical and creative thinker, analytical, capacity builder; Ability to make decisions, problem-solve and work in a team setting.
- Strong understanding of all State and Federal Programs; Also serves as the District's Title I Director.
- Willingness to be part of the Ludington Community.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit and talk or listen. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Some driving is necessary. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

Evaluation

Performance of this position will be evaluated annually in accordance with provisions of the Board's policy and the District's Evaluation System.

Administrative Salary Schedule

The Board will offer a comprehensive, multi-year contract. Compensation will be commensurate with experience of the successful candidate and requirements of the position. Salary ranges from \$109,117 to \$120,342.

Application Procedure

Interested applicants must apply in writing by submitting a cover letter or letter of interest, an updated resume outlining all relevant work experience, education, and credentials, a list of references and/or letters of recommendation, all college or university transcripts, and a copy of any administrator certificates or professional certifications. Applicants must apply by sending all materials in one (1) PDF attachment to the following email address: jobs@lasd.net.

Posting Deadline: Position will remain open until filled.

Statement of Assurance in Compliance with Federal Laws

The Ludington Area School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, age, religion, sex, height, weight, marital status, or disabling condition. The Ludington Board of Education has adopted policies, which support the regulations of Title VI, Title IX and Section 504 of the Rehabilitation Act of 1974.

Inquiries and applications should be addressed to:

Dr. Kyle B. Corlett
Superintendent of Schools
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Phone: (231) 845-7303
Email: jobs@lasd.net