



Openings as of 3/29/2018

• ***Assistant Superintendent of Finance and Operations***      **JobID: 4180**

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• **Position Type:**

Administration/Assistant Superintendent

• **Date Posted:**

3/29/2018

• **Location:**

District Office

• **Date Available:**

07/01/2018

• **Closing Date:**

04/19/2018

**Assistant Superintendent of Finance and Operations, Full-Time, Permanent, 2018-2019 School Year**

**PLEASE SEND RESUME TO MARK MOSER, EXECUTIVE DIRECTOR OF HUMAN RESOURCES:**  
**[moserma@nclack.k12.or.us](mailto:moserma@nclack.k12.or.us)**

The North Clackamas School District is a growing district on Portland's east side. North Clackamas is known for its high quality of living. With approximately 2,000 employees, North Clackamas is nationally recognized for outstanding programs supported by the efficient utilization of resources. The North Clackamas community expects, and school leaders ensure, accountable and transparent investments that place funding as close to the student as possible.

**Position Summary:**

Provides leadership and strategic vision for budgeting, financial management, business operations, and district partnerships and elections. Provides supervision to administrators responsible for financial and accounting operations, purchasing, facilities operations and maintenance, risk management, transportation services, nutrition services, community services, technology and Information services, warehouse, and courier services. Advance school district priorities as identified in the school district's strategic plan, including equitable practices.

**Minimum Qualifications:**

1. Incumbents must have successful experience in working with culturally and linguistically diverse staff members, families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Master's degree in business, financial management, accounting, legal, educational leadership, or related field.
3. Minimum of five (5) years of organizational leadership experience which included financial management and business operations.
4. Strong analytical and problem solving skills, and understanding of "client-centered" support and services.
5. Excellent oral, written, and interpersonal communication skills.
6. Ability to work both independently and cooperatively.
7. Ability to organize work, set priorities, and meet deadlines. Ability to establish effective working relationships at all levels of the organization.
8. Ability to remain calm, deliberate, and tactful in stressful and emotional situations.
9. Experience in a unionized environment.
10. Demonstrated leadership ability to include strategic planning and visioning, goal setting, program planning and implementation, and project management.
11. Demonstrated supervisory ability to include selection, development, evaluation, and management of administrative, support, and professional staff.
12. Valid state driver's license.

**Desired Qualifications:**

1. Leadership experience in a public K-12 school environment.
2. Bilingual skills in language(s) appropriate to the District's student and parent demographics.

**Major Duties and Responsibilities:**

1. District Leadership: Works as a member of a collaborative senior executive team to create a high functioning leadership system that promotes success for each student and attainment of district goals.
2. Planning and Programming: Stays abreast of research on the changing nature of the profession, the field of public financial, organizational, and business management, and changing national, regional and local trends that may impact program areas. Participates in discussions on evolving demands and expectations and the impact those demands and expectations will have on assigned programs. Uses forecasting tools and strategies to forecast resource requirements and to predict future needs. Anticipates and develops strategies and programs that respond effectively to anticipated needs, the changing educational environment, and conform to the District's equity lens.

3. Financial Management and Strategic Planning: Advises the Superintendent and Board on the financial needs and implications of District programs.

- a. Provides leadership in long-range financial planning to include development of local option levy or bond initiatives and strategies.
- b. Monitors the budget process to ensure compliance and a positive financial status.
- c. Advises Superintendent and Board on a variety of business, real estate, and financial matters.
- d. Compiles data, does research and analysis on specific areas of finance and presents reports to the Superintendent and the School Board.
- e. Reviews and develops internal control procedures and monitors compliance.
- f. Oversees the activities of the administrators responsible for managing budget execution, cash management, and financial accounting to include preparation of periodic and annual financial reports.

4. Department Oversight: Oversees the District's transportation services, business services (including business operations, purchasing, accounting, payroll, budgeting, accounts payable, warehouse, couriers, and risk management), nutrition services, community services, technology and information services, and facilities maintenance management. Administers programs within approved budget parameters including allocation of staff (FTE) resources. Direct reports include:

- a. Chief Financial Officer (directly supervises administrators and staff responsible for finance, business operations, purchasing, accounting, payroll, budgeting, accounts payable, warehouse, couriers, and risk management)
- b. Executive Director of Technology and Information Services
- c. Director of Transportation
- d. Director of Facility Operations
- e. Nutrition Services
- f. Community Services Supervisor

Provides support to the superintendent as needed with capital planning to include:

- a. Assisting in facility and site planning and improvement program.
- b. Coordinating acquisition and disposal of real property.
- c. Coordinating property development and zoning with city and county offices.

5. Contractual Agreements: Develops and administers external contracts between the District and other organizations or agencies.

- a. Develops and implements contracted service agreements for auditor (via business services), insurance agent of record, food service management, and other agreements in areas of assignment.
- b. Monitors and evaluates service agreements for performance, effectiveness, and potential risk.
- c. Coordinates legal evaluation of contracts and agreements, and participates in dispute resolution as necessary.

6. Policy Formulation and Guidance: Recognizes the need for and formulates policies necessary to implement organizational goals and objectives and to assure effective implementation and operation of assigned programs. Establishes a system for periodic review of policies to determine when modifications are necessary to advance the goals of assigned departments and to serve the overall needs of employees and managers and the organization. Co-facilitates the District's Policy Review Team

7. Labor Relations and Collective Bargaining: Participates in the collective bargaining process to include identifying and researching bargaining issues. Assists in developing bargaining strategies and positions and participates as a member of the District bargaining team.

8. Human Resource Management: Oversees organizational management in all assigned areas. Assures that functions are effectively structured and work coordination procedures are in place to achieve a high level of integration and synergy across programs functions. Approves position structures and operating practices essential to the development and delivering of quality programs and services. Recruits and assigns staff ensuring that they possess and practice the

values necessary to achieving the level of program delivery and customer service that is essential to a highly effective organization. Assesses, evaluates, and provides for training and professional development of subordinate staff. Creates communication, collaboration and coordination processes that assure all staff is timely and effectively informed of department policies, issues, and guidance that their programs are expected to support. Establishes an environment in which all staff members are comfortable and forthcoming in sharing their ideas, needs and concerns, and in which the staff collaboratively works together to seek solutions and resolutions.

9. Program Evaluation, Analysis and Feedback: Establishes a system of data collection and analysis that provides for continuous assessment of program effectiveness and/or changing needs. At least annually, conducts a comprehensive assessment review of all programs to determine their level of effectiveness and contribution to the mission of the department and to identify problem areas, areas of high success, and areas in needs of change. Prepares structured presentations to the Superintendent to share the program evaluation results.

10. Serves as first responder to emergency and after hour situations. Provides coordination for Districts incident command and emergency response systems.

Performs other duties as assigned.

**PLEASE REFER TO THE ATTACHED JOB DESCRIPTION FOR MORE DETAILED INFORMATION.**

**EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE**

**North Clackamas School District policy provides veterans and disabled veterans with preferences as required by law.**

**Terms of Employment:**

- Approximate Annual Compensation Range (2018-2019): \$143,229 - \$157,910 (this includes the 6% employee contribution to PERS the employer pays).
- Full family medical, dental, eye insurance coverage.
- \$1,500 - \$3,000 district paid benefit (if North Clackamas Plan VEBA chosen).
- Mileage stipend, cell phone stipend, tax-sheltered annuity option.
- Nine (9) paid holidays.
- Twenty-five (25) annual vacation days.
- Paid sick leave and other paid leave available.
- \$7,100 per two-year cycle for purposes of professional growth/conferences.
- Life insurance policy of \$50,000 provided by District.
- Salary compensation reflects full-time and 260 contract days.

Attachment(s):

- [Assistant Superintendent of Finance and Operations](#)