

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 0256  
Pay Grade: C09

FLSA: Exempt

**DIRECTOR, FACILITIES AND OPERATIONS BUSINESS MANAGEMENT**

**MAJOR FUNCTION:**

This position works between and beyond departmental boundaries and is involved in the total integrated financial system between Facilities and Operations, Walter Pownall Service Center (WPSC), and the District Administrative Offices. It assumes the responsibility for planning, organizing, coordinating, directing and monitoring all aspects of the financial operations of the division, including accounting, payroll, financial and management reporting/systems, budget and other finance-related functions.

**DUTIES AND RESPONSIBILITIES:**

- Works under the general guidance of the Associate Superintendent, Facilities and Operations, in administering the planning and evaluation functions of the division's Financial and Management Information Department.
- Maintains a close working relationship with the Assistant Superintendent, Finance and Business Services.
- Manages and controls the operations of the sections within the department to assure compliance with School Board policy, governing statutes/regulations and applicable professional and ethical standards.
- Continually evaluates internal controls and systems/procedures to ensure the effective and appropriate utilization of the division resources in administering the financial management function.
- Coordinates with the heads of the other departments within the division to facilitate the achievement of divisional objectives and to assure maximum effectiveness in providing services to the schools and other divisions within the district.
- Interfaces with the Management Information System (MIS) and Data Processing Departments with respect to the development and maintenance of on-line and batch processing computer systems to assure the effective utilization of software, hardware, and human resources in the processing of information related to the financial management function.
- Coordinates the financial and management information system activities of the other departments which include Food Service, Warehouse, Transportation, Facilities, and Maintenance and acts on special assignment in the matters pertaining to these departments.
- Performs related duties as required.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college or university in Accounting, Business Administration, Finance or closely related discipline. Five (5) years related professional experience, to include three (3) years managerial experience in financial management within a public school system, state university, community college, or state agency. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

**PREFERRED:**

A Master's degree in one of the above mentioned fields. Specific experience in educational accounting, budgeting, cash management, payroll and/or auditing within a related context. Experience within the state of Florida in an education setting. CPA certification.

ISSUED: 4/97 PBL; BOARD APPROVED: 5/27/97; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED TITLE, PAY GRADE, MF, D&R, MQ'S: 9/07 AK; BOARD APPROVED: 10/30/07.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

**DIRECTOR, FACILITIES AND OPERATIONS BUSINESS MANAGEMENT**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthl y	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Director, Facilities and Operations Business Management – ADM