



EMPLOYEE NAME: _____

Created: 03/15 Revised: 6/18

JOB DESCRIPTION

POSITION TITLE: Senior Executive Director, Business Services	JOB CODE: 601Y
DIVISION: Operational Support	SALARY SCHEDULE: NA
DEPARTMENT: Business Services	WORK DAYS: 238
REPORTS TO: Deputy Superintendent, Operations	PAY GRADE: NZ00 (Based on CH66, Steps 27-29)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: To provide leadership and direction to Food and Nutrition Services, Procurement Services and Warehouse Operations, Records Management and Mailroom Services.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree in finance, business, accounting, or related field required
2.	Certification/License Required: None
3.	Experience: 5 years in leadership/supervisory role with experience in financial management preferably in a K-12 education environment
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership; planning; organization; ability to set goals and objectives with multiple departments

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Provides leadership, direction and supervision for the Business Services Division which includes the functions of Food and Nutrition Services, Procurement Services, Warehouse Operations, Records Management and Mailroom Services.
3.	Develops goals for Business Services departments to improve staff performance and department processes.
4.	Prepares, reads and interprets financial reports, spreadsheets and related material.
5.	Projects a positive image that supports the mission of the school district while serving as a representative to manufacturers, suppliers, and others.
6.	Attends Board of Education meetings to assist the COO in providing information regarding Business Services.
7.	Communicates and collaborates with other governmental agencies and political subdivisions.
8.	Serves as a member of the Operations Division senior staff.
9.	Seeks out and participates in professional development programs and promotes on-going professional training for staff.
10.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____