

JOB DESCRIPTION

POSITION TITLE: Director, Accountability & Property	JOB CODE: 489A
DIVISION: Operational Support	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Planning	WORKDAYS: 235
REPORTS TO: Senior Executive Director, SPLOST	PAY GRADE: Rank A NK01
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership and oversight related to the SPLOST Department's financial transactions and property matters. Coordinates and oversees the management of the SPLOST budget and cashflow. Administers the management of growth and replacement requests.	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree required
2.	Certification/License Required: None
3.	Experience: 5 years of experience in areas related to school planning, public finance/accounting and/or land development, easement agreements preferred; 2 years of supervisory experience preferred.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, ability to deliver presentations to all levels of management, customer service skills, knowledge of strategic planning and processes for measuring results, project management skills, leadership skills

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.	Reviews and approves departmental financial transactions (budget adjustments, pay requests, purchase orders). Develops and oversees policy related to the processing of financial requests and coordinates this process with other departments including Financial Services.
3.	Oversees and manages the forecasting of cash flow analysis for all SPLOST related funds. Works with Financial Services to provide accurate and timely cash flow projections.
4.	Coordinates funding requests and approvals of SPLOST related funds for all departments that adheres to the policies dictating the use of these funds.
5.	Oversees and coordinates growth and replacement requests district wide including the management of funds.
6.	Works with consultants and other departments to oversee, coordinate and assist in the development and organization of school attendance zones especially as it relates to redistricting.
7.	Works with consultants and other departments to update and maintain current maps documenting school attendance zone boundaries. Coordinates decisions and responds to inquiries related to attendance zone disputes/clarifications.
8.	Coordinates with the Transportation Department regarding geographic planning and potential impacts.
9.	Works with the SPLOST executive director to coordinate and document all land matters (Easements, Right-of-Ways, Purchases, Sales) including developing board agenda items.
10.	Manages district's communication towers and facilities including acquisition agreements.
11.	Oversees and coordinates the leasing of any district property as well as the leasing of property for district use.
12.	Develops excellent relationships with Cobb County government agencies such as planning and zoning commissions, GIS departments, etc.; attends County Commission and zoning planning meetings as needed.

13.	Serves as the SPLOST Department's liaison to the Cobb Board of Elections.
14.	Assists in the selection and evaluation of District vendors and consultants as appropriate.
15.	Represents the district at designated meetings, including meetings with the community to introduce and/or review planned projects.
16.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____