

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Chief Operating Officer

FLSA Status: EXEMPT

Classification: Classified

Terms of Employment: 12 months

JOB GOAL: Under the administrative direction of the Superintendent, plans, organizes, assigns, directs and reviews the functions of the Business and Finance Department, which involves accounting, auditing, payroll management, investment portfolio management, assets management, cash flow, budget development and control, insurance and records management, property and liability risk management, management information, purchasing, warehousing, duplicating and technology.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor.

1. Complies with the state-approved Code of Ethics of the education profession, and upholds and enforces department rules, administrative directives and regulations, Board policy, and state and federal regulations.
2. Attends Board of Trustees' meetings and work sessions to serve as financial advisor and resource person.
3. Administers and interprets statutes, regulations, and policies concerned with the responsibilities of Business and Finance Department administration.
4. Develops and evaluates policies, regulations, and procedures relating to the Business and Finance Department.
5. Establishes and maintains standards of performance in conducting consistent and efficient management of business operations, and oversees the operation and administration of the business functions of the District.
6. Ensures controls between the Purchasing and Accounts Payable Departments and the Personnel and Payroll Departments.
7. Ensures that the handling of receipts and disbursements of funds are separate from the accounting function.
8. Directs and coordinates the preparation of the annual budget of the District at the direction of the Superintendent, in cooperation with principals and department supervisors.
9. Prepares periodic reports for the Superintendent and Board of Trustees.
10. Represents the District in meetings with administrators, professional staff, business leaders, governmental representatives, and the public, concerning financial management.
11. Assists the Superintendent in long-range financial planning and business policy development on District matters related to projected needs.
12. Responsible for the cost effectiveness of the District's Business and Finance Department.
13. Reviews, proposes, monitors, and informs staff and community of legislation affecting fiscal management and projected financial needs; complies financial information for use during the legislative session; analyses legislative activities and makes appropriate recommendations to the Superintendent and Board of Trustees.
14. Office manager for both District offices; Plans, directs, establishes priorities, and coordinates a variety of operations; Responsible for the organization of district level office events and luncheons; Monitoring and ordering district office supplies; Maintain video conference equipment and schedule/create video conference sessions; Manages online NCS D event calendar and online boardroom calendar; Posting of daily meetings; Flyer approval requests; District office vehicle checkouts.
15. Oversees wage and salary administration, initiates recommendations for staffing needs, and assists with budgetary decisions pertaining to allocation for assigned units and positions to individual schools.
16. Assists and represents the District in its relationships and negotiations with employee organizations, including collective bargaining, and contract language and interpretations as it pertains to employee salary and benefits.
17. Supervises and evaluates Supervisors of Transportation, Maintenance and Food Service Departments, the Business and Finance Department staff, including Executive Secretary, Accountant, Accounting Clerks, Senior Payroll Technician, and Payroll Benefits Technician.
18. Maintains and supervises contracts, including architectural, land, and building projects.
19. Coordinate the preparation of the sale of the District's bonds, building programs, and planning.
20. Supervises the warehousing and inventory of all District equipment, supplies, and assets.
21. Performs other tasks related to area of responsibilities as requested/assigned by the Superintendent.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

- 1. Knowledge related to federal and state regulations regarding all aspects of school district finances.
- 2. Possess skill in planning, organizing, implementing, and evaluating program or district objectives, and facilitating groups in order to complete tasks.
- 3. Possess skill in communicating with internal and external public; problem analysis and decision making; data analysis; conflict resolution; staff supervision and administration.
- 4. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
- 5. Recognizes and reports hazards, conforms to safety standards as prescribed.
- 6. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
- 7. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

POSITION REQUIREMENTS

Education, Training, and Experience:

- 1. High School Diploma or equivalent
- 2. Minimum of Bachelor's degree in Business, Public Administration, Accounting, or Economics
- 3. Minimum of five (5) years of increasingly responsible experience in school business administration, comparable governmental or private sector experience, or related school administrative experience

Licenses and Certifications:

- 1. Valid Nevada Driver License

Screening and Compliance:

- 1. Ability to pass State and Federal criminal background check
- 2. Compliance with NCS D Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Sedentary/light-exert force 10 to 25 lbs. occasionally or a negligible amount of force to lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities. Requires mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time. Vision: May require frequent near acuity to read printed materials, VDT screens and/or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

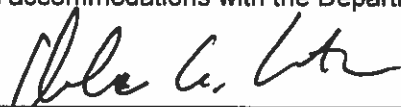
Working Conditions: Office or suitable workspace with desk, telephone, computer and supplies necessary to carry out functions of position description.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 
Superintendent

3-22-17
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____