



The School District of the City of Erie

148 West 21st St. Erie, PA 16502
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Superintendent of Schools

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Assistant Superintendent of Schools

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POSITION OPEN (1)

Position Title: Assistant Superintendent for Finance & Operations

Location: District Administration

Position Summary/Goal:

The Erie School District in Erie, Pennsylvania seeks a visionary leader to advance and manage the district's finances and operations.

The Assistant Superintendent for Finance & Operations will provide leadership and vision in the ongoing planning, implementation, development, direction, review, and evaluation of the district's finances, operations and related support activities. He/she assists in providing district leadership in the absence of the Superintendent.

This position provides executive level support to the Superintendent and district administration. The Assistant Superintendent for Finance & Operations supervises the administrators overseeing the following functional areas: finance, child accounting, security, technology, service center, facilities, and transportation departments.

The Assistant Superintendent for Finance & Operations reports to the Superintendent of Schools and participates as a member of the Superintendent's administrative team and performs other duties and assumes such other responsibilities as may be assigned by the Superintendent.

Term of Employment: 12 Months, 260 Days

Reporting Relationships: Superintendent of Schools

Qualifications:

- **Education:** A graduate degree from an accredited higher education institution in business, finance, administration, management, or Certified Public Accountant or a Juris Doctorate from an accredited law school.
- **Experience:** A combination of 10 years experience in business, finance, operations, or management in a large public or private sector organization or educational institution.
- **Essential Skills:** A thorough understanding of business processes, organizational leadership, project management and knowledge of rules and regulations pertaining to operations.

Knowledge and experience in community relations, strong oral and written communication skills, excellent interpersonal skills and the ability to develop and motivate staff.

- **Certifications:** Candidate would be required to hold or obtain Pennsylvania commission as an Assistant Superintendent, per PDE Act 24 of 2011, Section 1003 as revised in Act 83 of 2012 which allows individuals who hold a graduate degree from an accredited higher education institution in "business, finance or management" with at least four years of relevant experience in business, finance or management to obtain eligibility.
- **Clearances:** Must hold or obtain FBI, State Police, and Child Abuse clearances.

Special Requirements:

- **Physical Demands:** Physical requirements are the same as those encountered in the course of a typical professional office environment.
- **Work Environment:** School and office with frequent travel among schools, and various locations within the City of Erie. Occasional travel to relevant professional conferences and meetings outside of the District.

Essential Duties and Responsibilities:

- Assist the Superintendent and district administration for the purpose of formalizing long-range plans for finance, facilities and technology, in the evaluation of available resources, designing funding mechanisms, and projecting enrollment trends.
- Must be familiar with instructional programs and requirements of the school division in order to provide operational oversight.
- Able to comprehend detailed information, communicate with diverse groups, maintain confidentiality, meet deadlines and schedules, set priorities, and analyze and interpret legal information.
- Evaluate programs, services, and employees.
- Oversee and evaluate the administration of assigned departments for the purpose of ensuring efficient and effective service delivery to schools, departments, and the community.
- Administer district support operations, through the administrators of finance, child accounting, security, technology, service center, facilities, and transportation departments. Approve and process all requisitions for supplies, materials, and equipment in accordance with the budget.
- Serve on district, state, community councils, or committees as assigned or deemed appropriate.
- Assume a leadership role on the senior staff, assist with long-range strategic planning, assist with developing system-wide budget, plans, policies and activities.
- Lead the achievement of key financial and operational performance indicators including cost management, revenue enhancement, capital planning, and operational efficiency.
- Assist in the development of Board policies related to the district's finance, child accounting, security, technology, service center, facilities, and transportation functions.
- Encourage strong collaboration among the district's units and departments and develop an efficient business culture and climate.
- Supervise and monitor computerized systems for business, financial, human resource operations, planning and assessment programs, and other applications.
- Attend Board meetings; present and interpret financial and operational impact of proposals as necessary.
- Make school site visits to determine quality of district operations.
- Supervise and evaluate the performance of assigned management staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.

- Work with business manager to coordinate all matters related to internal and external audits.
- Review all contracts and agreements in consultation with the district solicitor.
- Assure compliance with applicable district policies, procedures and governmental regulations.
- Perform other related duties as assigned.

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

Evaluation: Conducted annually by Superintendent of Schools.

Salary: The salary and benefit package for this leadership position will be regionally competitive.

Application: Inquiries from qualified candidates should be sent electronically or in writing to:

*Ms. Bea Habursky, Executive Director of Human Resources
Erie School District
148 West 21 Street
Erie, PA 16502*

bhabursky@eriesd.org

Applications should include 1) letter of interest in the position; 2) official or unofficial copies of all college and university transcripts; 3) resume or curriculum vitae; 4) three recent letters of recommendation from past or current professional employment; 5) copies of any professional or administrative certifications.

Position Timeline: Screening will begin on March 18, 2013

POST:	8:00 AM	January 18, 2013
REMOVE:	3:30 PM	March 16, 2013

The Erie School District does not discriminate in employment, educational programs or activities based on race, sex, handicap or because a person is a disabled veteran or veteran of the Vietnam era. This policy of non-discrimination extends to all other legally protected classifications. Publication of this policy is in accordance with state and Federal laws including Title VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of The Rehabilitation act of 1973, and the Americans with Disabilities Act.

