

**DeKalb County School District
Position Specification**

Title: **Director, Business Services**

DIVISION: Operations	GRADE/SCHEDULE: 132
DEPARTMENT: Business Services	WORKDAYS: 246
REPORTS TO: Chief Operating Officer	FLSA STATUS: Exempt
RETIREMENT: Teachers Retirement System	APPROVED (HR): January 1, 2023

General Statement of Job

Under general direction, plans, develops, directs, implements, and monitors all business/administrative services for the Operations Division, DeKalb County School District (DCSD).

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative of this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Tasks and responsibilities will be in concurrence with implementing the Strategic Plan and Aligned Management System. Other duties may be required and assigned.

<ul style="list-style-type: none"> • Directs daily administrative operations that support the Chief Operating Officer and the Business Services Department; Ensures forms, records, and reports are properly completed and maintained
<ul style="list-style-type: none"> • Develops annual budget and strategic, 3–5-year plan; Manages the non-capital budget for personnel and non-personnel accounts for Business Services
<ul style="list-style-type: none"> • Conducts real asset management; Maintains property inventory consistent with the district and division objectives; manages the District-wide Obsolete Auction Property Services program, New and Obsolete furniture pickup, Furniture Delivery, Special Projects, and Recycling and Sanitation Services
<ul style="list-style-type: none"> • Oversees the non-capital procurement process; reviews and approves non-capital contract specifications for bid solicitation of various services and vendor selection. Monitors vendor performance
<ul style="list-style-type: none"> • Oversees the daily maintenance support of the operations center, central office (Administrative Instruction Center/AIC), printing services, and custodial staff
<ul style="list-style-type: none"> • Oversees all district warehouse logistics including the delivery of custodial supplies and courier mail for all schools and centers
<ul style="list-style-type: none"> • Provides communications and customer service support for Business Services. Resolves complaints or requests for assistance. Completes Freedom of Information Act (FOIA) requests. Maintains division webpage. Promotes coverage in all forms of news media
<ul style="list-style-type: none"> • Oversees all staff development for the Operations Division
<ul style="list-style-type: none"> • Oversees field trips, payroll processing, and benefits/insurance for the Operations Division
<ul style="list-style-type: none"> • Oversees the hiring process within the Operations Division through collaboration with Human Resources

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<ul style="list-style-type: none"> • Maintains internal controls for accountability and performance consistent with district and division goals, objectives, and standards
<ul style="list-style-type: none"> • Drives continuous improvement using metrics and key performance indicators
<ul style="list-style-type: none"> • Directs, monitors, and appraises the performance of the Business Services staff
<ul style="list-style-type: none"> • Oversee the District-wide facility use (rental/lease) agreements process
<ul style="list-style-type: none"> • Performs other duties as assigned

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business, Public Administration, or closely related field from a Georgia Professional Standards Commission approved accredited college or university required. Master's degree preferred.
- Minimum three (3) years of supervisory-level work experience in contract management, facilities management, real asset/real estate management, or closely related experience required. General knowledge of K-12 school operations preferred.
- Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6, or above required. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership or meet the eligibility requirement for a Support Personnel License from the Georgia Professional Standards Commission.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of DCSD policies and procedures, organizational planning, and operational procedures
- Knowledge of the organizational and department planning procedures relating to control of planned activities, budgeting and spending, labor issues, and efficiencies
- Knowledge of workforce and facilities requirement forecasting
- Knowledge of all relevant available public and private resources and services
- Knowledge of problem-solving and conflict management
- Knowledge of standardized testing in accordance with school district policies and state laws
- Knowledge of school system policies, programs, and procedures pertinent to learning disabilities, child and substance abuse, and social adjustment
- Effective oral, written, and interpersonal communication
- Skilled in coordinating and collaborating with federal, state, regional, and local organizations, and departments to establish and execute responsibilities
- Skilled in administration and management gained through increasingly responsible management positions, recruiting, training, and motivating employees
- Skilled in working with diverse groups and making large and small group presentations
- Ability to direct and administer the programs and services of a non-profit educational and/or service organization
- Ability to obtain and manage external grants and contracts, organize a specific assigned area, establish objectives and procedures governing the performance of assigned activities among employees, develop and understand financial and/or operating reports
- Ability to organize and interact with school-based and community clientele related to overall operations and services
- Ability to use relevant computer applications, prioritizes tasks, and manage multiple assignments simultaneously

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PHYSICAL REQUIREMENTS

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Reaching: Extending hand(s) and arm(s) in any direction.

Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Talking: Expressing or exchanging ideas using the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication, and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Vision: The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three-dimensional vision), accommodation (adjustment of lens to the eye to bring an object into sharp focus), the field of vision (the area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

PERFORMANCE FACTORS

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal, or failure to communicate.

Ability to be flexible in situations relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only a few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding, or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given procedure directions relative to work steps or the final project.

Decision Making: Ability to make appropriate business decisions.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

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Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

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