Please Post

PROFESSIONAL OPPORTUNITY
Duval County Public Schools
1701 Prudential Drive, Jacksonville, FL 32207
Nikolai P. Vitti, Ed.D., Superintendent of Schools

<table>
<thead>
<tr>
<th>Salary Range</th>
<th>Post Date</th>
<th>Application Deadline</th>
</tr>
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<tbody>
<tr>
<td><strong>$76,000</strong></td>
<td>September 17, 2014</td>
<td>September 30, 2014</td>
</tr>
<tr>
<td>$95,000</td>
<td></td>
<td></td>
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<td>$114,000</td>
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<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Director, Budget Services, Finance Division</th>
<th>Job #:</th>
<th>ADM 003</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Budget Services</td>
<td>Pay Scale:</td>
<td>DA</td>
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<tr>
<td>Reports to:</td>
<td>Executive Director, Budget Services</td>
<td>Pay Band:</td>
<td>11</td>
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<tr>
<td>Supervises:</td>
<td>Budget Services Staff</td>
<td>FLSA Status:</td>
<td>Exempt</td>
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<tr>
<td>Work Year:</td>
<td>12 months</td>
<td>Union Status:</td>
<td>Exempt</td>
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<tr>
<td>Date of Last Revision:</td>
<td>9/17/14</td>
<td>Date Board Approved:</td>
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Job Summary

Develops, reviews, implements, and coordinates federal, state and local budget and budget procedures.

Essential Functions

1. Manages Budget Services operations; recruits, selects, orients, trains, coaches, counsels, and disciplines staff. Plans, monitors, appraises, and reviews staff job contributions. 15%

2. Oversees, develops, and improves necessary procedures for collection of budget requests from school principals and divisions, and translates program, initiative and contractual requirements into costs and funding requirements. 15%

3. Coordinates staff review of budget needs for submission to the Executive Director of Budget Services and the Chief Financial Officer by the Superintendent of Schools to the Board. 10%

4. Disseminates information on budget account allocations for equipment, supplies, and services to appropriate personnel. 10%

5. Monitors school-based expenditures of federal, grant and categorical funds. 10%

6. Directs the development and implementation of the Capital Outlay Budget. 10%

7. Prepares, oversees and monitors all district budgets, budget amendments and related budgetary resolution to ensure in compliance with federal, state and local laws and policy. 10%

8. Maintains school and division commitment, object and functional budgeting structure for required accounting breakdowns for comprehensive budget analysis. 10%
9. Assists other school administrators and divisions in the development of budgets and costs estimates for project proposals seeking special grants.

10. Performs other duties as assigned.

Qualifications

**Education:** Bachelor’s degree from an accredited college or university. Master’s in business or educational administration with emphasis on school finance and accounting preferred.

**Experience:** Three (3) years public school administration and/or training and experience in business management and accounting.

**Certifications & Licenses:** N/A

**Knowledge, Skills, and Abilities (KSAs)**

- Knowledge of business administration and supervision
- Knowledge of business management and accounting
- Knowledge of the fundamentals of accounting and budgeting
- Knowledge of school laws and regulations affecting fiscal management
- Knowledge of public school administration
- Strong business communications skills
- Strong oral, written, and interpersonal communication skills
- Strong word processing and spreadsheet skills
- Strong organizational skills
- Ability to exercise sound independent judgment
- Ability to develop budgets and cost estimates for project proposals seeking special grant
- Ability to manage team activities
- Ability to design workflow procedures
- Ability to implement continuous improvement processes
- Ability to communicate effectively with all employee groups
- Ability to effectively facilitate meetings

Please apply online and attach your letter of interest and resume at:

www.duvalschools.org.

Andrew McCrimmon, Executive Director, Human Resource Services

* All applicants will be held responsible for obtaining proper certification or providing evidence that they have completed all state requirements for certification prior to employment.

** Placement on the administrator salary schedule will be determined by current district salary placement procedures. A new employee will be placed at step 1 or at a higher step if prior experience is directly related to the position responsibilities, up to the midpoint of the salary range.

*** The district reserves the right at any time to extend the deadline without consideration of any pending application.

An Equal Opportunity/Affirmative Action Employer

The Duval County Public School System does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.