



Houston Independent School District

Job Description

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| POSITION TITLE: Sr. Executive Director Budgeting | | CONTRACT LENGTH: 12M |
| DATE: 07/03/17 | | DATE OF LAST REVISION: 07/03/17 |
| JOB CODE: FA0765 SAP 30008553 | PAY GRADE: 36 | FLSA EXEMPTION STATUS: E |
| Job Family – Finance & Accounting | | |

JOB SUMMARY

The Senior Executive Director, Budgeting manages all activities of the budget department, including establishing operating procedures and policies. Plans, manages, and supervises the preparation of the district's annual budget and directs the monitoring and maintenance of budgetary control for overall district and charter school budgets. Confers with the chief financial officer (CFO) and deputy chief financial officer (DCFO) to prepare and present budget projections and reports to the superintendent, the board and the general public on the annual budget. Prepares forecasts and develops long-range budget plans to ensure the district's financial stability and continued growth. Serves as the primary point of contact for all budgetary information requests. This position also manages and supports the division finance units in the district.

MAJOR DUTIES & RESPONSIBILITIES

| List most important duties first | |
|----------------------------------|--|
| 1. | Coordinates and assists the CFO and DCFO in annual development of final budget recommendations for the school board's review and adoption. |
| 2. | Prepares revenue projections for state and local sources based on trend analysis of enrollment and local tax values. |
| 3. | Leads the Budgeting Department in the variance monitoring and maintenance of budgetary and staffing controls in accordance with federal, state and local guidelines. |
| 4. | Prepares long-range projections for planning purposes, analyzes legislation for financial impact, and reviews contracts for budgetary needs and constraints. |
| 5. | Works with district administrators, board members, parents, and organization/business leaders to present budgetary information. |
| 6. | Manages and supports the division finance units |
| 7. | Coordinates with the Deputy Chief of Staff on NES staffing, allocations and leveling. |
| 8. | Performs other job-related duties as assigned. |



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| MAJOR DUTIES & RESPONSIBILITIES | |
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| List most important duties first | |
| 1. | Strategic Leadership: <ul style="list-style-type: none"> • Develop and implement strategies to enhance the effectiveness and efficiency of school and central office budgetary supports. • Provide visionary leadership to ensure alignment with the school system's goals and objectives. • Foster a collaborative and supportive work culture that promotes innovation, teamwork, and continuous improvement. |
| 2. | Operations Management: <ul style="list-style-type: none"> • Directs the operations of central office and division unit finance budgetary activities. • Develop and implement policies, procedures, and systems to improve operational efficiency and effectiveness. • Ensure compliance with relevant regulations, policies, and procedures. |
| 3. | Budgeting and Financial Management: <ul style="list-style-type: none"> • Provide guidance and support to Central Office managers and Principals in budget planning and expenditure control. • Analyze financial data and identify opportunities for cost savings and resource optimization. |
| 4. | Personnel Management: <ul style="list-style-type: none"> • Conduct performance evaluations, provide feedback, and implement corrective actions as necessary. |
| 5. | Stakeholder Collaboration: <ul style="list-style-type: none"> • Collaborate with district leadership, principals, and other stakeholders to identify and address operational needs and challenges. |

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| <p>EDUCATION</p> <p>Master's degree in education administration, business administration, or a related field.</p> |
| <p>WORK EXPERIENCE</p> <p>7+ years</p> <p>Extensive experience in senior leadership positions within a school system or educational organization.</p> |
| <p>TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION</p> <p>Strong knowledge of administrative functions, policies, and regulations related to K-12 education. Proven track record of strategic planning, organizational development, and change management. Exceptional communication and interpersonal skills to build effective relationships with diverse stakeholders.</p> <p>Demonstrated ability to lead and inspire teams, fostering a positive and inclusive work environment.</p> <p>Strong analytical and problem-solving skills with a focus on data-driven decision-making.</p> <p>Knowledge of financial management principles and budgeting processes.</p> <p>Familiarity with educational technologies and their integration into administrative functions.</p> <p>Ability to multitask, prioritize, and meet deadlines in a fast-paced environment.</p> |
| <p>LEADERSHIP RESPONSIBILITIES</p> <p>Strategic oversight for multiple departments and/or a major division or for the entire district. Provides strategic direction and develops long-range plans which impact multiple departments or divisions. Using in-depth knowledge of multiple disciplines, identifies and evaluates high-impact issues, and provides strategy and direction to a major functional area or multiple departments. Establishes programs and policies, and ensures integration of operational objectives across multiple, major departments, program areas and possibly district-wide.</p> |



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WORK COMPLEXITY/INDEPENDENT JUDGMENT

Work is non-standardized and widely varied, involving many complex and significant variables including significant time spent planning, evaluating complex solutions and issues, and negotiating outcomes. Strong analytic ability and inductive thinking are frequently required to devise new approaches to situations where previously accepted solutions have proven inadequate. Position regularly makes recommendations to management on areas of significance to the division. Supervision received typically consists of providing periodic coaching, advice and feedback.

BUDGET AUTHORITY

Participates in a group plan and/or budget development.

PROBLEM SOLVING

Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect multiple departments across HISD. Job is frequently expected to recommend new solutions to problems, to improve existing methods/procedures/services and generate new ideas. May also review decisions made by other individuals on more routine matters.

IMPACT OF DECISIONS

Decisions have considerable impact to multiple divisions or the district causing risks or improvements to relationships, significant efficiencies or delays in operations, and/or significant financial gains or expenses. Errors are serious and difficult to discover, normally involve decisions not subject to detailed review and will result in excessive costs and/or significant project delays.

COMMUNICATION/INTERACTIONS

Negotiate and influence - interprets department strategies and services, resolves conflicts, influences outcomes on matters of significance for the division, conducts final negotiations and coordinates approvals/decision making below the executive level. Interactions are typically with customers and Top Management.

CUSTOMER RELATIONSHIPS

Leads others in the resolution of highly sensitive and confidential issues on behalf of the department. Acts as a trusted advisor, and becomes involved in the customer's decision making process including presenting alternatives and information and applying persuasion and negotiation skills in the resolution of problems. Monitors customer service standards.

WORKING/ENVIRONMENTAL CONDITIONS

Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.

Ability to carry and/or lift less than 15 pounds.



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