

# Leon County Public Schools Classification Specification

Salary Grade 22

## Summary Information:

**Classification Title:** Chief Financial Officer

**Date Prepared:** 04/2003

**FLSA Status:** Exempt

## Typical Decisions and Recommendations Provided to Others:

This position requires decision-making, which addresses major problems and policies which impact numerous organizational units, schools and/or the entire District. The position provides significant leeway to set objectives and determine methodology or techniques to accomplish results.

## Activity Identification

### Activity Name

039	Cross Functional Collaboration	Plan and implement the actions/activities of the district/area/school staff from different offices/departments working in a collaborative fashion, drawing on diverse skills and strategies.
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
006	Long-Range Planning	Develop long-range (3 to 5 years) goals, objectives, and priorities for a school, department, program, or the district.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
324	Financial Analysis	Analysis of revenues, expenditures, activity costs, and other financial information outside of budgeting tasks.
356	Annual Financial Reporting	Prepare Comprehensive Annual Financial Report.
357	Interim Financial Reporting	Prepare and distribute interim financial reports, monthly reports, and other financial reports to the Board of Education.
073	Develop Policy Recommendations	Develop policy recommendations for Board consideration and adoption.
074	Develop Administrative Procedure and Practices	Develop, maintain, interpret, and execute administrative procedures and practices. (These procedures and practices do not require Board review or approval, although they may involve <u>implementation</u> of Board-approved policies.) This activity includes developing and maintaining manuals regarding policies, procedures, rules, bylaws, and standards for the district (e.g., personnel, accounting, payroll, purchasing, etc.).

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### Activity Name (cont.)

323	Budget Reporting	Prepare annual and periodic budget reports, including the annual budget document distributed to the community and special budget-related reports.
320	Budget Preparation	Conduct all tasks related to the preparation of the annual operating or capital budget for schools, departments, or the district. May include meeting with the Finance Committee, Superintendent, or School Board.
322	Budget Monitoring	Monitor expenditure and revenue patterns and adjust the budget, as needed.
599	In-Service Training	Plan, develop and conduct in-service training courses and workshops for staff and teachers. Arrange for courses at universities.
009	External Liaison	Coordinate activities or programs with outside agencies, such as vocational rehabilitation, police and fire departments and federal agencies, etc. Communicate information internally. Includes legislative liaison, both federal and state. Does <u>not</u> include parent liaison.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
046	Document Review	Review and/or revise reports and documents for accuracy and completeness. This does <u>not</u> include the review of reports and documents covered under subsequent activities.
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
047	Professional Meetings	Attend professional association meetings <u>as required</u> .
003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.
613	Self-Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
999	Assigned Duties	Perform other duties as assigned.

### General Classification Specification Factors:

<b>Education/Experience:</b>	M.A. with six years related experience; or B.A. or B.S. Degree with eight years related experience two of which must include supervision of ten or more employees
<b>Supervisory Responsibility:</b>	Yes
<b>Type of Supervision:</b>	Supervision applies to one or more <u>organizational units</u> with <u>full responsibility</u> for results in terms of costs, methods, and personnel administration.
Effective Date:	07/01/2003