

# Classification Description

## Executive Director of Business Services and Operations

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

### About Intermediate School District 287

Intermediate 287 is one of four Intermediate Districts in Minnesota and is composed of 12 member districts united to serve students with unique needs, and services at 20 sites, reaching over 14,000 students.

The mission of Intermediate District 287 is to be the premier provider of innovative specialized services to ensure that each member district can meet the unique learning needs of its students.

Our mission and outcomes are for our member districts to declare satisfaction with student outcomes resulting from 287 services, the level of racial equity achieved in 287, and the level of excellence in 287 services.

### Summary of Scope of Classification

This class is accountable for directing the District's Business Services and Operations in support of the mission and strategic plan of Intermediate District 287.

### Education and Experience Requirements

- Bachelor's degree plus eight (8) years of general experience in a combination of fiscal/operations/administrative functions (e.g., accounting, budget management, grants administration, payroll, purchasing).
- Special Experience: Three (3) years' experience in a managerial/supervisor capacity
- Continuing Education Requirements: Attend at least one state and/or national conference per year and actively seek out and participate in ongoing professional learning experiences.

### Knowledge, Skills, and Abilities

- Considerable knowledge of and ability to apply principles and practices of public administration with special references to governmental budget management and governmental accounting; and government operational departments.
- Ability to collaborate and design efficient and effective organization-wide operational systems
- Considerable knowledge of relevant State and Federal laws, statutes and regulations and the ability to design and implement policies, procedures and practices to meet these requirements;
- Considerable ability to plan, organize, direct and administer several departments with staff operating in multiple sites over a large geographic area;

**Reports to**  
Superintendent

**Department**  
Business Services  
Operations

**Bargaining Unit**  
Administrator

**FLSA Designation**  
Exempt

**Position Supervises**  
Supervises facilities,  
finance, food services  
and transportation  
departments

- Exceptional knowledge of collaborative leadership principles and techniques including supervision;
- Considerable knowledge of the principles and procedures of finance, payroll, purchasing, grant administration, student transportation, facilities and food service operations, and contract administration;
- Considerable knowledge of public procurement laws and processes;
- Considerable knowledge of Special Education Revenue and Special Education Tuition billing
- Considerable oral and written communication skills;
- Considerable interpersonal skills, including negotiation and conflict resolution skills;
- Extensive project management skills;
- Considerable integrity and reliability skills in relationships with stakeholders;
- Considerable ability to prepare and deliver presentations to member districts, School Board members and internal staff;
- Prior experience working with a culturally diverse population and the ability to demonstrate cultural competency.
- Ability to navigate intercultural issues with sensitivity and systemic awareness.

#### Essential Functions

The following identifies the primary and essential functions of the position and is not intended to be an exhaustive listing of all duties.

- The Executive Director leads and manages business services and operations by providing system level leadership to ensure processes align with organizational values and goals.
- Leads and supervises administrative and supervisory staff in Finance, Facilities, Operations, Student Transportation and Food Service and supervises administrative assistant support;
- Formulates program goals/results; develops plans and then directs activities to achieve them;
- Serves as a member of the Superintendent's Cabinet and ensures business services and operations play a role in accomplishing the mission of the organization;
- Develops recommendations for long term budgets, including known concerns and risks;
- Interprets and administers pertinent law, regulations and statutes;
- Coordinates school district property and casualty insurance and maintains liability insurance at appropriate levels
- Fosters a culture of customer service and innovation and facilitates action on innovative ideas in order to achieve our mission;
- Prepares and presents board agenda items and reports;
- Prepares programmatic fiscal/administrative analysis and impact statements on proposed regulations and legislation and proposed initiatives;
- Acts as a liaison with other operating units, agencies and outside officials related to the business services departments areas;
- Collaborate with the Director of Human Resources in the collective bargaining process by participating in contract negotiations and school board negotiations strategy sessions.
- Ensures leaders have the information they need to make data based decisions.

- Reviews all contract documents to ensure legal requirements are met and district's interests are protected
- Oversee departments' functions including budget preparation, management, and statutory compliance;
- Develops short-term and long-term financial goals for the district, regular financial forecasts, and other financial reports for internal and external use by the District.
- Maintains communications with the member district business managers, obtaining and providing information and reporting as needed;
- Oversees the development and management of integrated, electronic systems of managing financial, food service, transportation and facilities records consistent with relevant laws and record retention schedules;
- Meets with district administrators to assess needs, projects and priorities within each building; Prepares reports, correspondence and ensures that the status of requests/projects are communicated to administrators and/or staff;
- Administers a quality control and compliance program including quality review of vendors and products being used and services provided by contractors;
- Develops long-range planning in collaboration with others, relating to the future needs for facilities and long-term facilities maintenance funded projects;
- Provides staff training and assistance to staff within and outside of the department;
- Identifies and disrupts systemic inequities observed that might inhibit student or staff excellence;
- Performs related duties as they are assigned.

### Working Conditions

Frequency: Place an "X" in each box that is appropriate to the job. Follow other instructions as written.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0% OR Never on Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Physical	N	O	F	C	Physical	N	O	F	C
What is moved – computers/printers, binders, books & desks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe movement: lift, push, pull	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lower, carry, reach above	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Repeat Motion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fingering/Handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Feeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visual Acuity: near	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Bending/Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visual Acuity: far	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling/Duration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Depth Perception	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Color Discrimination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing/Height	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Peripheral Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Crawling/Distance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching above shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Running	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching at or below shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driving Automotive Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Surroundings					Environmental Conditions				
Cold (50 degrees F or less)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat (90 degrees F or more)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gases and Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to abusive and/or offensive behavior and language	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Confinement to small, restricted area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inside Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exposure to unpleasant odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office or Classroom setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exposure to bodily fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outside work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dampness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unprotected Heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extreme Noise, Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Moving Machinery or Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Driving a motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

#### Mental Requirements and Stress of the Position:

- Exposure to stressful situations, such as demanding students, visitors, and the public.
- Must be able to concentrate on work tasks amidst distraction, such as distractions from telephone, customers, co-workers, etc.

- Must exert self control in very difficult situations or when dealing with difficult people.
- Life threatening circumstances are likely to affect the incumbent and/or person served.
- Depending upon the student disability, there may be occasions when employees in this job classification may receive minor injuries as a result of student-inflicted situations, or where students are acting out, involving hitting, throwing objects, scratching and hair pulling. The employee may have to physically restrain some students. On-the-job stress is exacerbated by high staff turnover in a team environment.

**The Intermediate District 287 Board of Education believes in these core values;**

- Each person has intrinsic value.
- Each person has the capacity to contribute to society.
- When people with varying perspectives collaborate, the impossible becomes possible.
- Learning unlocks human potential.
- Integrity is essential for sustaining effective relationships.
- Respect for each person and the diversity of ideas enriches the individual and strengthens society.
- Responsiveness and innovation are key to a thriving and changing world.
- Each person performs best when engaged, connected, and supported.

District 287 prohibits unlawful discrimination based upon any and all of the following: actual or perceived race, color, creed, religion, national origin, sex, marital status, disability, sexual orientation, gender identity/expression, age, status with regard to public assistance and membership or activity in a local commission.

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