



UTICA CITY SCHOOLS
929 York Street
Utica, NY 13502

Assistant Superintendent of Business, Finance and Operations

January 24, 2024

The Utica City School District is pleased to announce a district-level administrative opening:
Assistant Superintendent of Business, Finance and Operations.

Salary: Competitive

Job Type: 12-Month, Confidential Management

QUALIFICATIONS:

- Candidates must possess a minimum of a Master's degree and New York State School Business Administrator (SBA) or School District Business Leader (SDBL) certificate by the time of appointment.
- Candidates must have a minimum of eight (8) years of successful experience in school district finance and business operations and prior public-school experience.

GENERAL DESCRIPTION:

Under the direction of the Superintendent, the Assistant Superintendent for Business, Finance, and Operations establishes strategic direction and provides leadership of the financial and business operations as well as the Department of Human Resources, Food Services Department, Facilities, Grants, Transportation and Buildings and Grounds, Technology for the Utica City School District.

Key deliverables include but are not limited to maintaining a multi-year financial outlook, creation of an annual balanced budget, providing financial reporting in accordance with state and Federal statutes, detailing the financial status of the district, oversight of all capital projects and grant financials.

Ensuring oversight of delivery and outcomes associated with business functions including payroll, benefits, accounting, purchasing disbursements, cash management, risk management, and financial planning, analysis and reporting.

DUTIES AND RESPONSIBILITIES (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position):

The duties of the Assistant Superintendent for Business, Finance, and Operations include, but are not exclusively limited to the following:

- Oversees the District's comprehensive fiscal planning process encompassing the operating budget, capital projects, food service, operations and grants, in order to develop a structurally balanced, prudent annual budget and design a fiscally sound long-range financial plan encompassing budgetary control.
- Provides leadership of the District's financial, business and operations affairs with optimal effectiveness and efficiency inclusive of providing input on District strategic programming, and financial information as appropriate.
- Plans, coordinates and supervises the operation of the following departments: Operations, Food Service, Capital, Technology, Grants and Finance to promote the overall effectiveness and efficiency of the District in expanding opportunity and access to students and other critical stakeholders.
- Prepares UCSD's proposed annual budget in collaboration with the Business Official for the Board's final consideration.
- Conducts long-range financial research and forecasting and maintaining a multi-year financial outlook.
- Designs and operationalizes a sound and equitable fiscal infrastructure with emphasis on supporting the success of UCSD schools.
- Develops and implements a school-based budgeting philosophy and framework.
- Assists schools and department leadership in budget monitoring, and management, including maintenance of financial records and controls.
- Monitors ongoing revenue and expenditures from state, Federal and local levels.
- Strengthens UCSD's centralized accounting, financial transactions, maintenance of official accounting records, filing of state reimbursement claims, monitoring of grants and special revenue funds (ST3).
- Manages all aspects of the Business Office, inclusive of grants, benefits, tax collection, and risk management, Food Service, Buildings and Grounds, Facilities, Technology, Transportation.

- Strengthens and implements effective and efficient financial and budgetary internal processes and controls.
- Assembles, manages, develops and actively leads a team of regarding grants, finance, operations, food service, capital and treasurer personnel capable of meeting the required functional responsibilities.
- Participates with other leaders in the formulation of District policies and plans, and advises District leaders and others of the financial, procedural and related implications of programs and proposed changes in laws, rules, policies and procedures for state and Federal mandates.
- Conducts a compensation analysis, analyzing the fiscal impact of proposed compensation changes and advising leadership on financially related issues related to labor negotiations.
- Maintains knowledge of current and proposed State and Federal laws governing the control and distribution of school district finances.
- Confers with members of the New York State Department of Education, and other organizations, in regard to UCSD fiscal standing.
- Responds to correspondence and inquiries related to UCSD finances.
- Oversees the Treasurer.
- Conducts presentations on public school finance to various organizations as needed.
- Ensures District compliance with timely submission of accurate reports to New York State Department of Education and other regulatory bodies.
- Reports to the Superintendent of Schools

Interested Applicants should send a letter of interest, resume and proof of certification to Dr. Kathleen Davis, Interim Superintendent of the Utica City School District, to kdavis@uticaschools.org.