

Job Announcement: Director – Office of Field Relations

Strong organizational skills and an expertise in local school district finance make you a great candidate for the position of Director in the Office of Field Relations. The opportunity is to lead a team of staff that assists school districts in the areas of fiscal oversight, pupil transportation, and provide direction to school finance programs.

Major Responsibilities & Duties:

Serves as Director for Field Services (Area Coordinators) and Transportation and manages the operations and supervises regional staff and offices:

- Directs and provides oversight for school finance statewide programs (e.g., Non-Public Tuition, open enrollment);
- Provides oversight for five-year forecast process, fiscal watch/fiscal emergency programs, and other school finance statewide programs (e.g., Non-Public Tuition, open enrollment);
- Provides leadership, direction, technical support, and guidance to public schools & other agencies providing pupil transportation services (i.e., transportation of public, non-public, and community school pupils);
- Reviews legislation related to school finance and transportation, implements laws and administrative code by developing policies, procedures, processes, and guidelines;
- Enforces program requirements and/or monitors compliance with state and federal laws and regulations;
- Collaborates and supports other offices in monitoring, review, compliance, and consultation of Ohio Department of Education programs (e.g., FTE review);
- Participates and represents the office in cross-agency workgroups;
- Plans, develops and delivers school finance and transportation program trainings for Local Educational Agencies (LEA's) across the state;
- Works with office staff and communications to effectively communicate program initiatives for the Office of Field Relations;
- Supervises Ohio Pre-service Driver training program (e.g., program content, contract maintenance, and provision of services by participating ESC's contracted with for program fulfillment);
- Collaborates with other state agencies with respect to pupil safety and transportation services;
- Contributes to the agency efforts to encourage effective and efficient business practices by school districts;
- Supervises assigned staff (e.g., assigns work, performance evaluation, ensures department policies and procedures are followed).

Minimum Qualifications:

- Bachelor's degree in finance or accounting; 7 years experience in applicable area of public/school finance.
- Master's degree in finance, economics, public administration, educational administration, or other similar field; 5 years experience in applicable area of public/school finance.
- School Treasurer License; 3 years experience in applicable area of public/school finance.

- Superintendent License; 1 year experience in applicable area of public/school finance or educational administration.

Preferred Qualifications:

- Proven experience in school finance and/or educational administration;
 - Development/monitoring of projects;
 - Responsibility for budgeting large scale programs, projects, contracts and/or grants;
 - Scheduling, supervision and management of personnel;
 - Experience managing resources to achieve program outcomes;
 - Development of tools and technical assistance related to fiscal procedures and requirements;
 - Excellent communication, interpersonal, and team-building skills;
 - Systems thinker with creativity and strong problem-solving skills.
- Compensation is negotiable; depends on candidates experience and qualifications; salary range for this classification is \$85,000 - \$90,000.
- Requires travel throughout State of Ohio & may require overnight stay. (Must be willing & able to secure a valid driver's license OR supply your own transportation).

All qualified candidates should apply at www.careers.ohio.gov no later than **May 26, 2019**.

The Ohio Department of Education does not discriminate on the basis of race, color, religion, sex, national origin, disability (ADA), age or veteran status in employment, programs, or against individuals receiving services.