



Assistant Superintendent for Business and Planning

Salary Range: \$108,584.05-\$178,162.19

Anticipated Start Date: January 2, 2021

Submit Your Resume:

<https://portal.fauquiercounty.gov/MSS/employmentopportunities/default.aspx>

GENERAL DEFINITION OF WORK: FLSA Status: Exempt Serves as the principal adviser and assistant to the Superintendent in the area of business and planning. Supervises the functions of budget and finance for the School Division; does related work as required. Work is performed under general supervision. Supervision exercised over departmental personnel. **ESSENTIAL**

KNOWLEDGE, SKILLS AND ABILITIES: Must possess a comprehensive knowledge of logistics which involve complex problems of a support nature. Capable of long and short range planning, knowledge of budget planning, personnel management and ability to develop policies and procedures to guide and manage support operations of a school division; ability to work independently; ability to present ideas effectively orally and in written form to a variety of audiences; ability to maintain technical records; ability to establish and maintain effective working relationships with school personnel and the general public.

EDUCATION AND EXPERIENCE: A Masters degree is required, Doctorate preferred; extensive experience in school budget and finance as well as formal training in business administration and higher level formal training in business administration and finance.

PHYSICAL REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; high level of intensive mental work required; the worker is not subject to adverse environmental conditions.