

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	Chief of Business Services	Wage/Hour Status:	Exempt
Reports To:	Deputy Superintendent Business and Employee Services	Pay Range:	895
Dept./School:	Business Services	Date Revised:	12/1/2023

Primary Purpose:

Provides leadership and assumes responsibility for the overall management, planning, operation, supervision and evaluation of the departments of Facilities Services, New Construction, Risk Management, Food and Nutrition Services, and Transportation Services.

Qualifications:

Education/Certification:

Bachelors' degree (required)

Master's degree (preferred)

Texas Association of School Business Officials Certification (preferred)

Special Knowledge/Skills:

Knowledge of basic principals of construction and school facilities maintenance, child nutrition, transportation, and risk management.

Ability to direct staff and collaborate with schools and community toward increased performance of district services in support of the PISD mission

Possess exceptional organizational, communication, presentation, public relations, and interpersonal skills to engage an executive leadership team

Ability to facilitate group processes in consensus building, conflict resolution, solution planning, and decision making

Knowledge of organizational management theory and practice

Knowledge of District and department policies and procedures

Ability to implement policies and procedures

Experience:

Five years of experience in leadership experience in district administration

Leadership in professional/civic organizations

Three years of experience in operations management, including transportation, FANS, and facilities

Experience in bond planning and bond issuance

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Major Responsibilities and Duties:

Provide leadership to set a clear vision and goals for all divisions within Business Services to support a strong workforce that helps the District realize its vision, board priorities, and strategic initiatives/plan

Assist the Deputy Superintendent of Business and Employee Services in establishing and implementing board policies and procedures related to the divisions of Operations. Communicate guidelines inherent in those policies and oversee implementation of the policies.

Ensure department compliance with District, State and Federal rules and regulations

Attend and participate in meetings with Executive Leadership departmental directors, campus leaders, and other administrative personnel to address items as they relate to the department, including planning and coordination with other departments and within department areas

Oversee the development, implementation, and monitoring of long-range goals of all related Business Services departments

Assess the effectiveness of the department and effectively prioritize, plan and implement improvements, as needed

Establish processes for quality controls, operational efficiency and accuracy in departmental work

Work closely with the departments of Facilities Services, New Construction, Risk Management, Food and Nutrition Services, and Transportation Services to promote a systematic approach to program improvement

Plan and budget resources and materials needed to accomplish goals and services.

Review, monitor and approve fiscal expenditures for all department budgets and resources

Evaluate project progress and prepare status and special reports for review and discussion by the Deputy Superintendent of Business and Employee Services, Superintendent, and Board of Trustees

Provide an exceptional customer experience for all PISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes

Ensure safe and efficient operations of maintenance, nutrition services, transportation, and custodial services

Work with city, county, state, and federal officials to ensure compliance and conformity with codes and ordinances

Estimate construction and repair projects, including labor, materials, and other related costs(s) and assists with the preparation of bidding documents, including notice and instructions to bidders, drawing specifications

Ensure operations departments are cost effective and funds are managed wisely

Build and maintain a strong culture among all Business Services departments

Work with assigned directors to ensure facilities are functional, safe, clean, and well-maintained

Direct in the systematic monitoring of the use, care, replacement, and inventory of the capital equipment and Properties

Perform other duties as assigned

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Personnel Management

Select, train, evaluate, support, and supervise department staff and make recommendations relative to assignment, retention, discipline, and dismissal

Develop training options and/or improvement plans to ensure the best operation of the Business Services Department

Supervisory Responsibilities:

Responsible for the staffing, supervision, and evaluations of the direct reports of the Business Services Department

Working Conditions:

Mental Demands:

Maintain emotional control under stress; work with frequent interruptions

Physical Demands/Environmental Factors:

Frequent districtwide and statewide travel; occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

Acknowledgement:

Any work-related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 12/1/2023

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____