

**Hernando County School Board  
Florida**

FLSA: Exempt, Non-Union

<b>EXECUTIVE DIRECTOR OF BUSINESS SERVICES</b>
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**Required Qualifications:**

- Master's Degree in Business Administration, Human Relations, Educational Leadership or other field related to job responsibilities
- Minimum of five years (5) experience in an administrative/supervisory position in labor and employment, employee relations or employment law
- Knowledge of applicable Florida Statutes, adopted School Board policies and procedures relating to assigned areas of responsibility
- Ability to communicate effectively with a variety of audiences in both oral and written form
- Ability to facilitate groups to consensus
- Must possess a valid Florida driver's license

**Desired Qualifications:**

- Experience in negotiating collective bargaining agreements

**Performance Responsibilities:**

- Be responsible for the general direction and coordination of the following areas: Human Resources, and Purchasing
- Serve as the Chief Negotiator for the School Board for all bargaining units
- Prepare proposals and counter proposals and conduct bargaining sessions with all employment units
- Conduct Executive Sessions with the School Board in all bargaining related matters
- Represent district in mediation, unfair labor practice proceedings, arbitration and other court proceedings
- Coordinate all aspects of contract administration during the terms of the collective bargaining agreements and interpret the negotiated agreements to members of the staff as appropriate
- Coordinate all union grievances
- Responsible for the development and continuous update of the District Staffing Allocation Plan
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- Responsible for allocating staff to schools and sites in accordance with the Staffing Plan
- Responsible for the preparation of ratio reports for all schools, grade levels and classrooms as necessary
- Ensure district is in compliance with class size requirements
- Make recommendations and advise Superintendent regarding resolution to cases and appropriate disciplinary actions
- Responsible for overseeing the wage and salary structure process for the district
- Serve as a resource for staff to ensure the effective implementation of programs, policies, and procedures in assigned areas of responsibility

Executive Director of Business Services

- Assist in the development of School Board policies
- Assist in the development and/or review of appropriate manuals and handbooks
- Supervise assigned personnel and evaluate direct reports consistent with the approved evaluation procedures
- Assist in implementing the district's goals and strategic commitment
- Facilitate proactive leadership in promoting the vision and mission of the District
- Provide assistance to administrators in the recruitment and selection of personnel
- Ensure quality improvements and services to schools
- Serve as the Superintendent's designee for Business Services complaints
- Ensure the articulation and coordination of all Business Services Departments to meet the needs and improve the performance of the District
- Maintain a network of peer contacts through professional organizations
- Keep the Assistant Superintendent of Business Services and Operations abreast of all ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Serve on the Superintendent's Cabinet and actively participate in district-wide planning
- Sustain focus and attention to detail
- Perform other duties and responsibilities as assigned by the Superintendent and/or Assistant Superintendent of Business Services and Operations

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Assistant Superintendent of Business Services and Operations

**Evaluation:**

Annual evaluation done by the Assistant Superintendent of Business Services and Operations

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Administrative

**Job Code:**

75004

Board Approved: 6/23/15

Revised: 06/25/19, 05/30/23