

Director of Administrative Services

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Category: **Administration - PERS (Non-Certified)/Director of Administrative Services**

Date Posted: **1/8/2018**

Location: **Central Office**

Date of Availability: **07/01/2018**

Date Closing: **02/04/2018**

Location: Administrative Services/Districtwide Full Time Position (1.0 FTE)

SUMMARY: The primary function of the Director of Administrative Services is to provide general administrative supervision for the Superintendent with special emphasis on those duties associated with business/administrative operations. This position is responsible for providing leadership and oversight to the following departments: Maintenance and Facilities, Operations, Food Service, Information Technology, Finance, Community Schools and RALLY. Responsible for the preparation of the district budget, long-range fiscal planning and projections. Communicates the district budget to school board and community. Manages contract with school transportation contractor. Serves as fiscal advisor to the superintendent and school board on district-related topics.

Located in Southeastern Alaska, the Juneau School District offers a wide and varied educational program to students in preschool through grade twelve. Enrollment is approximately 4,650 students with 700 employees. This is an exempt position and is not represented by any bargaining unit.

Minimum Requirements:

- Bachelor's degree in related field.
- Experience in school district business management or related work experience with schools.
- At least three years of progressive supervisory experience to include director/department head/executive.
- Knowledge and training in best practices in budgeting and administration.
- Must have skills for conflict resolution, financial analysis research, problem solving, and critical thinking.

Preferred Qualifications:

- Master's degree in related field.
- Knowledge of legislative changes affecting school districts.
- Desire to work as part of a progressive, innovative management team.
- Ability to perform duties with a high degree of independence.
- Able to lead and supervise a staff of professional, technical and administrative personnel.
- Demonstrated experience in budget preparation and communication of budget and long-range fiscal planning.
- Outstanding interpersonal and communication skills.
- Knowledge of student transportation administration and school nutrition programs.

Typical Responsibilities:

- Member of the Superintendent's cabinet, providing resources and knowledge to the administration of the district as a whole
- District budget preparation, forecasting and long-term planning
- Liaison to the City and Borough of Juneau - Finance & Engineering Departments
- Issues RFP's on the district's behalf
- Member of the Labor Relations team during teacher/classified/administrator negotiations
- Member of school board Facilities Committee
- Manages the school district Risk Program
- Supervision and evaluation of Maintenance and Facilities Supervisor, Operations Supervisor, Food Service Supervisor, Information Technology Supervisor, Finance Officer, Community Schools and RALLY Supervisor.

Compensation: D.O.E with an excellent benefit package including: an employer-sponsored medical, dental, vision plan as well as employer-paid life insurance plan, membership in the state retirement plan, an optional tax-deferred retirement plan, relocation cost reimbursement.

To apply: visit our website at www.juneauschools.org to complete an online application.

Juneau School District uses the [applicant tracking](#) system from Frontline Education to manage employment applications online.

Cherish Hansen, SPHR, IPMA-CP, SHRM-SCP

HR Manager

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