

DIRECTOR OF MANAGEMENT EFFICIENCIES

Code No. 2-27-024
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a mid-level management position in the Rochester City School District responsible for reorganizing centralized services to align with the District's strategic mission, and new outcomes required by the New York and United States Departments of Education. Duties include developing, recommending and implementing a financial planning system to manage the District's financial performance; monitoring historical financial trends using a variety of metrics, and identifying future trends; developing a strategic response, and assessing the District's financial goals. The employee reports directly to, and works under the general supervision of the Chief Financial Officer or other higher level staff member. Supervision is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Interprets and applies pertinent rules, regulations, policies and procedures as set forth by the New York and United States Departments of Education:

Participates in the development, review and revision of policies;

Creates sustainable efficiencies using empirical, data-driven, and multi-disciplinary analyses;

Develops and prepares business models and agreement scenarios to support financial decision making;

Develops and prepares statistical and financial analyses and projections;

Establishes fiscal guidelines to sustain a sound financial status;

Determines monetary efficiencies to ensure funds are diverted to the teaching and learning mission of the District;

Directs department budget planning and management operations and activities;

Recommends reorganizations, process improvements, and other efficiencies by consulting with the Chief Financial Officer and Superintendent on the placement of personnel within the context of the school district's strategic plan; recommending business process re-engineering and streamlining funds and assets; interviewing internal staff to ascertain their key job functions and inventory their stated performance outcomes;

Advises senior leadership including, but not limited to, the Chief Financial Officer and Directors in the fiscal administration.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of rules, regulations, policies and procedures as set forth by the New York and United States Departments of Education; good working knowledge of the principles of public and business administration, accounting, finance and economics; good working knowledge of the policies, rules and regulations of the school district; good knowledge of how to improve the cost efficiency of operations within a school district; good knowledge of various personal computer applications; ability to train staff in identification and execution of cost saving strategies; ability to make presentations to a range of audiences; ability to communicate orally and in writing; ability to produce both graphic and numerical recommendations; good judgment; and physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelors or a Master's degree in Public Administration, Business Administration, Accounting, Finance, Economics, Statistics, Manufacturing Engineering Technology, Industrial Engineering, or a closely related field plus seven (7) years paid full-time or its part-time equivalent experience in the identification of cost savings opportunities, or execution of efficiency improvement projects.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: October 7, 2013