



Ken Wagner
Commissioner

State of Rhode Island and Providence Plantations

DEPARTMENT OF EDUCATION

Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

VACANCY NOTICE

*CHIEF FOR FISCAL OPERATIONS

Salary Range: Min. \$122,800– Mid. \$146,399

Posted May 10, 2016

Position is posted until filled

The Rhode Island Department of Elementary and Secondary Education now uses SchoolSpring for all of our non classified job postings. Applications will only be accepted through SchoolSpring.com. [Sign up now](#) to begin your application so that you're ready to apply when jobs are posted.

Employment opportunities, application requirements and instructions posted at www.ride.ri.gov

Please note: Candidate selected to fill position will be required to submit official transcripts and will be required to pass and submit a pre-employment history criminal background check.

Please submit two (2) current letters of reference.

*Subject to FTE approval and available funding

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

(Non union, non-classified position)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Telephone (401)222-4600 Fax (401)222-6178 TTY (800)745-5555 Voice (800)745-6575 Website: www.ride.ri.gov

The Board of Education does not discriminate on the basis of age, sex, sexual orientation, gender identity/expression, race, color, religion, national origin, or disability.

**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
NONCLASSIFIED JOB DESCRIPTION**

TITLE: CHIEF FOR FISCAL OPERATIONS

GENERAL STATEMENT OF DUTIES: Responsible for the management of the Fiscal Operations of the Department of Elementary and Secondary Education that include, the Offices of Finance and Statewide Efficiencies, as well as oversight responsibilities of all fiscal and resource management responsibilities across the Department including policy guidance and administrative direction for statewide programs and financial operations; Assure coordination with other Department programs; and, Facilitate collaboration with other state agencies and foster partnerships with communities, organizations, and school districts. Incumbent also serves as a member of the Commissioner's senior leadership team.

LEADERSHIP, MANAGEMENT AND COLLABORATION: The functions of leadership, management and collaboration are to be integrated so as to achieve both product and process objectives. Teamwork and mutually supportive methods are ascribed as successful outcomes and are necessary for providing high quality service and achieving high standards of performance. Work must be conducted in ways that include and involve those who have a stake in the outcome and must ensure that issues related to equity and special needs are addressed in a comprehensive fashion. The context for this work must be strong advocacy for students and schools and a positive commitment to the role of the Department of Education as a central state level advocate. Must work in collaboration with other team members to support the objectives and measurable outcomes of the Department's strategic plan.

SUPERVISION RECEIVED: Works under the general direction of the Deputy Commissioner for Operations and/or Commissioner in cooperation with colleagues with considerable latitude for the exercise of initiative and independent judgment; work is reviewed upon completion of results obtained and on collaborative process used in achieving results. Incumbent is subject to an annual performance assessment.

SUPERVISION EXERCISED: Facilitates, directs, coordinates and assesses the work of Directors, professional, technical, and support staff. Work is reviewed in process, as necessary, and upon completion for achievement of desired results and on collaborative processes used in achieving results.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS: Coordinates and implements the work of most of the Department's operations, focusing on Finance, including fiscal, budget, grants, purchasing, fiscal reporting, and audits; and Statewide Efficiencies, including transportation, nutrition, and school construction. Assigns, monitors and reviews programs, contractual relationships, and collaborative ventures to achieve the Department's mission.

Produces periodic policy and planning documents concerning the work of departmental operations, addressing issues of current and future impact and coordinating with other offices of the Department.

Participates in the development and preparation of short-term and long-range plans and budgets based upon broad organization goals and objectives. Recommends their adoption to the Commissioner.

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Evaluates programs as to the effectiveness in achieving the Council on Elementary and Secondary Education mission and efficiency in meeting objectives and revising programs and policies to enhance effectiveness and efficiency.

Coordinates and oversees budget and grant proposals to obtain state, federal and foundation funding for education programs and to align with Council priorities.

Directs the development and installation of procedures and controls, to promote communication and adequate information flow, and thereby solidify management control and direction of the enterprise.

Coordinates program and policy development and implementation with other state agencies and private organizations.

Works with the political structure to achieve the Council mission, including testimony before the legislative and policy bodies.

Develops and maintains appropriate advisory groups for programs within the department.

REQUIRED QUALIFICATIONS

KNOWLEDGE AND SKILLS:

Knowledge of applicable Federal, State laws, regulations and policies.

Knowledge of the principles and practices of policy development, strategic planning, budget development and communication with a focus on education and education support systems and services.

Knowledge of the legislative and regulatory process for purposes of policy and budget formation and implementation, including systemic reform efforts.

In-depth knowledge of government operations and inter-governmental relations on the federal, state and local levels, including methods for developing government collaborations with private and not-for-profit sectors.

In-depth knowledge of budgeting and financial management expertise required, along with demonstrated administrative and supervisory experience.

Skilled in leading multi-faceted projects across disciplines and offices, simultaneously.

Skilled in managing budgets and strategic planning efforts.

Skilled in communicating effectively, both verbally and in writing.

Skilled in communicating and interpersonal exchanges as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Demonstrated ability to coordinate, facilitate and assess the work of staff.

Demonstrated ability to conduct complex studies, analyses, evaluation and solve complex problems.

EDUCATION: Master's degree in Finance, Public Administration, Accounting, Business, Administration, Education, or related field.

EXPERIENCE: Five years of management level experience in finance and program implementation.

OR: Any combination of education and experience that shall be substantially equivalent to the above.

Must have own transportation and be available evenings and occasionally on weekends.

Reasonable accommodations can be made for individuals with a disability.

Date: May 2016