

Assistant Superintendent of Finance & Operations

Position Summary

The Assistant Superintendent of Finance & Operations serves as a senior executive officer and member of the Superintendent's Cabinet responsible for the strategic leadership, fiscal integrity, operational effectiveness, and organizational sustainability of the District. The position ensures that financial, operational, and capital resources are aligned with instructional priorities, student needs, and long-term district stability. Reporting directly to the Superintendent, this executive oversees finance, facilities, food services, capital construction, risk management, and business operations to ensure alignment with the Port Townsend Promise: Every student will be known, supported and engaged and graduate with the skills to thrive in the world and change it for the better.

The Assistant Superintendent supervises the Finance Manager and department directors. While technical accounting and day-to-day financial processes are administered by the Finance Manager, the Assistant Superintendent leads long-range financial planning, resource allocation strategy, and operational capacity planning.

The Assistant Superintendent also serves as the District's executive representative for the bond and capital construction program, providing district-wide oversight, monitoring risk and budget, and ensuring educational continuity and student safety during construction.

Executive Leadership Responsibilities

- Serve as strategic advisor to the Superintendent and participate in Cabinet-level planning and policy development.
- Advise the Superintendent and Board regarding fiscal, operational, and risk implications of decisions.
- Align financial and operational systems with educational priorities and student needs.
- Present information clearly to the Board and community.
- Participate in labor negotiations and provide fiscal analysis of proposals and agreements.

Financial Leadership & Fiscal Stewardship

- Serve as the District's chief financial officer responsible for long-term financial sustainability.
- Prepare the annual budget with the assistance of the Finance Manager.
- Develop multi-year financial forecasts and scenario planning.
- Analyze enrollment trends, staffing decisions, and program costs.
- Establish resource allocation aligned to district priorities.
- Provide financial analysis for negotiations and major decisions.
- Oversee cash-flow planning, investments, debt service, audits, and financial policy development.
- Supervise and evaluate the Finance Manager
- Provide monthly financial reports and long-range forecasting to the Superintendent and Board.
- Ensure compliance with Washington State and federal reporting requirements, including state-funded capital project reporting.
- Serve as the District's property and liability insurance officer and oversee claims management.
- Serve as the District's auditing officer and primary liaison for external audits.

Capital Construction & Bond Program Leadership

- Provide executive oversight of all capital construction projects.
- Serve as the District liaison to the Owner's Representative, architects, contractors, and agencies.
- Monitor budgets, schedules, and risk exposure.
- Ensure alignment between facility decisions and educational program needs.
- Safeguard student safety and operational continuity and report progress to the Superintendent and Board.
- Oversee regular updates to the community, the Superintendent and the Board regarding project progress, budget status, and emerging risks.

Operations & Departmental Leadership

- Provide leadership of facilities, food services and supervise the leaders in those areas.

- Establish performance expectations and accountability for departments within the incumbent's portfolio.
 - Coordinate operational planning with instructional leadership and staffing needs.
 - Oversee purchasing, contracts, asset management, safety compliance, and continuity of operations planning.
 - Oversee maintenance planning, facilities improvements, and long-term asset management.
 - Lead operational risk assessment and compliance efforts across departments.
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Policy, Compliance & Governance

- Develop and recommend Board policy related to finance and operations.
 - Ensure internal control systems and stewardship of public resources.
 - Stay current on federal and state finance laws and regulations and advise District leadership accordingly.
 - Support public budget engagement and represent the District in community and regulatory meetings.
 - Maintain transparent communication regarding financial and operational conditions.
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Qualifications

Minimum Qualifications:

- Master's degree in Business Administration, Public Administration, Educational Leadership, Finance, or related field.
- Demonstrated executive-level leadership experience in school district or public sector finance and operations.
- Extensive knowledge of public budgeting, accounting principles, and regulatory compliance.
- Experience supervising senior-level staff and multiple departments.
- Demonstrated ability to manage large-scale capital projects and complex budgets.
- Strong analytical, organizational, and communication skills.
- Proven ability to ensure accountability for the use of public resources.

Preferred Qualifications:

- Experience with bond financing and capital project oversight.
- Successful experience participating in labor negotiations.

Reporting Relationship

The Assistant Superintendent of Finance & Operations reports directly to and is evaluated by the Superintendent.

External applications for this position will be accepted until filled. Incomplete applications will not be considered.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Port Townsend School District No. 50 complies with all federal and state rules and regulations, and does not discriminate in any programs or activities on the basis of race, creed, religion, color, immigration status, national origin, age, honorably discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. Further, the district will provide equal access and opportunity to meet to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. The following employee(s) have been designated to handle questions and complaints of alleged discrimination:

Compliance Coordinator for State Law (RCW 28A.640/28A.642) and Title IX Coordinator: Carrie Ehrhardt, 1610 Blaine St. (360) 680-5756. Section 504/ADA Coordinator: Shelby MacMeekin, 1610 Blaine St. (360) 680-5762.

NOTE: New employees who will have unsupervised access to children must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. Employment will be considered temporary and conditional pending a satisfactory background check. There will be a \$50.00 processing fee.

An Equal Opportunity/Affirmative Action Employer