



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

POSITION TITLE: Director, Pre-Construction  
JOB CODE: S-036  
CLASSIFICATION: Exempt  
SALARY BAND: D  
BARGAINING UNIT: ESMAB  
REPORTS TO: Chief Facilities Officer ~~Executive Director, Capital Programs~~  
CONTRACT YEAR: Twelve Months

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**POSITION GOAL:**

To establish the program and procedures to manage the planning and design process of facilities in such a manner as to provide a superior educational environment within allotted schedules and budget. To be accountable for the work of subordinate personnel and vendors. To serve as liaison between the Facilities Design & Construction Department, schools, and the community.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

The Director, Pre-Construction shall carry out the performance responsibilities listed below.

- Supervises staff as assigned in the performance of job duties.
- ~~This position supervises the Manager, Mechanical Engineering, Manager, Architectural Engineering, Manager, Electrical Engineering and Manager ADA Accessibility, along with architects, engineers, design professionals and other consultants.~~
- Lead the planning and design efforts for new facilities, additions, alterations, renovations and other facility-related improvements with educational staff, design staff, architects, engineers, program managers, AHJ's and other professionals and stakeholders.
- Accountable for the design/plan review of construction documents for all major and minor construction projects ensuring conformance to State, Federal, educational codes, safety standards and local requirements.
- Coordinate design and development of construction documents for small projects including ADA, Safety, and playgrounds.
- Develop and maintain the District's technical specifications utilized by outside consultants for major and minor projects as well as the District's design criteria and construction standards and materials.
- Collaborate with other departments responsible for the District's Educational Specifications to insure they are maintained and up-to-date.
- Establish project cost budgets for funding allocations; assist consultants and educational staff in development of educational programs for projects; establish and update project schedule.
- Coordinate and expedite the administration and management of projects during preconstruction to ensure schedule, budget, and quality compliance.
- Direct the development of all necessary documents (RFO's, RFP's, and Design Criteria Packages) necessary for the procurement process to implement the District's design and construction programs.
- Provide leadership for professional staff and consultants, to include, but not limited, to architects, engineers, and project managers through coordination of design and construction processes.
- Oversee work in progress with management personnel of other departments in the Facilities & Construction Division and departments in the District.
- Develop and maintain procedures and polices relative to the department and the work performed by staff/vendors; train all staff and vendors accordingly.
- Evaluate individual contributions and section performance and establish procedures to maximize the effectiveness of the section.
- Respond to inquiries or concerns in a timely manner by preparing or overseeing the preparation of all required reports and maintaining appropriate records.
- Collaborate in the development and monitoring of the department's budget, expenditures, and inventories in support of short and long-range goals as related to the position responsibilities.

- ~~Develop the department budget, monitor its implementation, and ensure sound budget management for all sections within Pre-Construction.~~
- Seek and implement innovative solutions to challenges driven by fluctuating funding levels, personnel staffing, emerging technologies and changing customer requirements.
- Initiate and maintain programs that ensure District facilities meet the highest environmental and conservation standards for building elements and systems according to the most recent performance and rating guidelines.
- Represent The School Board of Broward County, Florida, at regulatory hearings, legal actions and legislative meetings.
- Evaluate existing school needs and make recommendations to correct facilities-related problems.
- Coordinate and supervise ADA upgrades, Indoor Evaluation Quality remediation, and relocation of portable classrooms to meet curriculum and construction needs as well as state building codes.
- Conduct warranty inspections and communicate with the vendor to correct deficiencies without cost to the District.
- Serve as off-hours contact person for emergencies, such as fires and storm damage, and contact the appropriate person/agency in order that the school may resume operation as quickly as possible.
- Establish goals, objectives and action plans consistent with District goals and strategic commitments and implement tracking systems which produce expected outcomes to meet the needs of the District.
- Provide technical assistance to schools and departments.
- Attend meetings both day and evenings.
- Communicate the goals and achievements of the Pre-Construction Division.
- Provide the necessary information for any pending litigation; appear as a witness in court in reference to projects supervised.
- Prepare, oversee the preparation of, and submit all required reports in a timely manner and maintain all appropriate records.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate ~~successfully in the~~ training programs offered to enhance ~~increase~~ the individual skills and proficiency related to the job responsibilities, assignments.
- Review current developments, literature and technical sources of information related to job responsibilities. ~~responsibility.~~
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor or designee. ~~consistent with the goals and objectives of this position, by Executive Director, Capital Programs.~~
- ~~Establish and train all staff in procedures and policies relative to their work.~~
- ~~Monitor the Architects, Engineers, and Project Managers' performance responsibilities, as follows:~~
  - a) ~~coordinate planning for new facilities, additions, and alterations with educational staff, design staff, consulting architects and engineers.~~
  - b) ~~research and develop new products and construction techniques.~~
  - c) ~~evaluate new and existing facilities.~~
  - d) ~~preside over design/plan review of construction documents for the major and minor construction projects; ensuring conformance to State, Federal, educational codes and safety standards.~~
  - e) ~~coordinate design and development of construction documents for small projects including ADA, Safety, and playgrounds.~~
  - f) ~~develop and maintain the District's technical specifications utilized by outside consultants for major and minor projects as well as the District's design criteria and construction standards and materials.~~
  - g) ~~establish project cost budgets for funding allocations; assist consultants and educational staff in development of educational programs for projects; establish and update project schedule.~~
  - h) ~~coordinate and expedite the administration and management of projects during preconstruction to ensure schedule, budget, and quality compliance.~~

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned bachelor's degree from an accredited institution in architecture, engineering, building construction or field related to the title of the position.
- A minimum of ten (10) years, within the last twelve (12) years, of progressively more responsible experience and/or training in the field related to the title of the position, including At at least two (2) years in a leadership position within the Director of engineering, facilities or construction discipline. position. Or;
- ~~A minimum eight (8) years of progressively responsible experience within the Facilities and Construction Management Division of The School Board of Broward County, Florida that includes at least five (5) years in a manager and/or director of engineering, facilities or construction position.~~
- Current Valid FL Registration as an Architect, Licensed Contractor, or Licensed Professional Engineer in the State of Florida.
- ~~Ability to complete all design and construction of projects in a timely and efficient manner in accordance with any applicable contract documents and School Board codes or regulations.~~
- Computer skills as required for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- An earned master's degree from an accredited institution in architecture, engineering, or field related to the title of the position. Master's preferred.
- ~~Preferred major or concentration in architecture, engineering, building construction, or field related to the title of the position.~~
- Bilingual skills are preferred.

**SUPERVISION:**

~~This position supervises Manager, Mechanical Engineering, Manager, Architectural Engineering, Manager, Electrical Engineering and Manager ADA Accessibility, along with architects, engineers, design professionals and other consultants.~~

**SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:**

Works closely with Chief Facility Officer, ~~Executive Director~~, department heads and staff, school administrators, legislators, local agencies, vendors, and community to effectively manage the plan and design of construction projects for The School Board of Broward County, Florida.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board Approved: 01/25/2011  
 Board Adopted: 05/17/2011  
 Revised: 10/01/2012  
 2012-2013 Organizational Chart  
 Approved as Amended: 6/23/15  
 Adopted as Amended: 7/28/15



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

POSITION TITLE: Director, Construction  
JOB CODE: S-037  
CLASSIFICATION: Exempt  
SALARY BAND: D  
BARGAINING UNIT: ESMAB  
REPORTS TO: Chief Facilities Officer ~~Executive Director, Capital Programs~~  
CONTRACT YEAR: Twelve Months

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**POSITION GOAL:**

To provide cost effective and timely delivery of quality capital projects consistent with the District's goals. These projects include the construction, commissioning, change management and close out of new construction, comprehensive renovation, facility-related improvements and other educational enhancements.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

The Director, Construction shall carry out the performance responsibilities listed below.

- Supervises staff as assigned in the performance of job duties.
- Develop and execute an effective system for managing the construction and commissioning of all capital construction for the District.
- Directly supervise staff and provide leadership ~~of~~ for consultants responsible for the delivery of school construction projects.
- Respond to internal and external customers in a timely, accurate, courteous and empathetic manner representing Broward County Public Schools in a positive light.
- Coordinate ~~a~~ the seamless management of projects from pre-construction activities through procurement, construction and closeout, with a specific focus on developing a robust commissioning process which begins at project schematic design and continues through the transition to operations by the end user.
- Implement programs for quality assurance and continuous process improvement which provide: effective and actionable evaluations of staff, consultants, design professionals and contractors; a clear system of accountability; and ~~a~~ knowledge management systems which captures and infuses lessons learned and best practices into the execution of every project.
- On a routine and timely basis meet with stakeholders of the program to provide effective communication regarding project and program status, to garner informal feedback and to build strong relationships upon which to execute the program.
- Develop and implement a comprehensive change management process in collaboration with the Director of Program Controls, including preparation and presentation of changes to the School Board.
- Ensure adherence to schedule, budget and established financial controls.
- Develop and maintain procedures and policies relative to the department and the work performed by staff/vendors; train all staff and vendors accordingly.
- On a routine basis travel to schools and work sites throughout the District, to review project status, facilitate issue resolution and communicate with stakeholders.
- Provide outstanding customer service, and use positive interpersonal communication skills.
- Make all decisions and perform all tasks in accordance with the Broward County Public Schools organizational values.
- Ensure compliance with Board rules and applicable federal laws and regulations.
- Collaborate in the development and monitoring of the department's budget, expenditures, and inventories in support of short and long-range goals as related to the position responsibilities.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.

- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned, by the immediate supervisor or designee. ~~Executive Director, Capital Programs.~~

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned bachelor's degree from an accredited educational institution with major course work in construction management, architecture, engineering or related field ~~is required.~~
- A minimum of ten (10) years within the last twelve (12) of progressively responsible experience in the field related to the title of the position, including at least two (2) years in a leadership position with responsibility for a medium to large commercial, industrial, or public capital construction program. in a management role of a major construction program. ~~The experience described is to be within the last twelve (12) years is required.~~
- ~~Experience with progressively increasing responsibility for senior management responsibilities of a capital construction program of medium to large commercial, industrial or public construction projects.~~
- Demonstrated track record of success in on-time and within budget completion of construction projects in accordance with all applicable contract specifications, school board codes, or regulations.
- Computer skills as required for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- An earned master's degree from an accredited educational institution with major course work in construction management, architecture, engineering or related field, ~~is preferred.~~
- A minimum of ten (10) years of experience within the last twelve (12) years managing major facility renovation programs with primary responsibility for the leadership of construction and close out phases. ~~The experience described is to be within the last twelve (12) years is preferred.~~
- ~~Registered professional engineer, licensed architect preferred, or General Contractor's license, preferred.~~
- Experience managing capital construction for an educational institution.
- Valid Registration as an Architect, Licensed Contractor or Licensed Professional Engineer.
- Bilingual skills.

**SUPERVISION:**

~~This position supervises Manager, Construction and Manager, Commissioning.~~

**SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:**

Works with the Chief Facilities Officer, District leadership at all levels, and parent/school/community groups to support, develop, and supervise staff and operations to improve the instructional environment for students and teachers, through the timely delivery of high quality projects.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Approved as Amended: 6/23/15

Adopted as Amended: 7/28/15



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

POSITION TITLE: Director, Program Controls  
JOB CODE: S-038  
CLASSIFICATION: Exempt  
SALARY BAND: D  
BARGAINING UNIT: ESMAB  
REPORTS TO: Chief Facilities Officer ~~Executive Director, Capital Programs~~  
CONTRACT YEAR: Twelve Months

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**POSITION GOAL:**

To provide cost effective and timely delivery of quality capital projects consistent with the District's goals. These projects include the effective control from project charter to the transition to operations for all new construction, comprehensive renovation, facility-related improvements and other educational enhancements.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

The Director, Program Controls shall carry out the performance responsibilities listed below.

- Supervises staff as assigned in the performance of job duties.
- Develop and execute an effective system of program controls and performance improvement for all capital construction for the District.
- Directly supervise staff and provide leadership of consultants responsible for the delivery of school construction projects.
- Respond to internal and external customers in a timely, accurate, courteous and empathetic manner representing Broward County Public Schools in a positive light.
- Coordinate a seamless management of projects from pre-construction activities through procurement, construction and closeout, with a specific focus on developing a robust set of cost, quality and schedule controls.
- Develop and implement systems for quality assurance and continuous process improvement which provide: effective and actionable evaluations of staff, consultants, design professionals and contractors; a clear system of accountability; and a knowledge management system which captures and infuses lessons learned and best practices into the execution of every project.
- On a routine and timely basis meet with stakeholders of the program to provide effective communication regarding project and program status, to garner informal feedback and to build strong relationships upon which to execute the program.
- Develop and implement a comprehensive change management process in collaboration with the Directors of Pre-Construction and Construction, including preparation and presentation of changes to the School Board.
- Collaborate in the development and monitoring of the department's budget, expenditures, and inventories in support of short and long-range goals as related to the position responsibilities.
- ~~Ensure adherence to schedule, budget and established financial controls.~~
- On a routine basis travel to schools and work sites throughout the District, to review the effectiveness of control systems, facilitate issue resolution and communicate with stakeholders.
- Provide outstanding customer service, and use positive interpersonal communication skills.
- Implement systems, policies and procedures in accordance with School Board policies.
- Make all decisions and perform all tasks in accordance with the Broward County Public Schools organizational values.
- Ensure compliance with Board rules and applicable federal laws and regulations.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.

- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned, by the immediate supervisor or designee. ~~Executive Director, Capital Programs.~~

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned bachelor's degree from an accredited ~~educational~~ institution with major course work in Business Management (with a focus in Operations), Construction Management or in a related field ~~is required~~.
- A minimum of ten (10) years within the last twelve (12) years of progressively more responsible experience in the field related to the title of the position. At least two (2) years in a leadership position with responsibility for a medium to large commercial, industrial, or public capital construction program. a management role of a major construction program. The experience described must be within the last twelve (12) years (required).
- ~~Experience with progressively increasing responsibility for senior management responsibilities of a capital construction program of medium to large commercial, industrial or public construction projects.~~
- Computer skills as required for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- An earned master's degree from an accredited ~~educational~~ institution with major course work in Business Management (with a focus in Operations), ~~or in Construction Management or in a related field, is preferred~~
- A minimum of ten (10) years of experience within the last twelve (12) years managing major facility renovation programs with primary responsibility for the leadership of program controls. ~~The experience described must to be within the last twelve (12) years (preferred).~~
- Experience in the development and management of a variety of program control systems including: data management and reporting, performance management, change management, knowledge management, project estimating and cost management.
- Valid Registration as an Architect, Licensed Contractor, or Licensed Professional Engineer.
- Demonstrated track record of success in on-time and within budget completion of construction projects in accordance with all applicable contract specifications, school board codes, or regulations.
- Bilingual skills.

**SUPERVISION:**

~~This position supervises Manager, Contract Administration; Manager, Database Administrator, and Coordinator, Performance Improvement.~~

**SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:**

Works with the Chief Facilities Officer, ~~Executive Director Capital Programs,~~ and District leadership at all levels, and parent/school/community groups to support, develop, and supervise staff and operations to improve the instructional environment for students and teachers, through the timely delivery of high quality projects.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Approved as Amended: 6/23/15

Adopted as Amended: 7/28/15



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Director, Business Process and Performance Improvement  
**JOB CODE:** New  
**CLASSIFICATION:** Exempt  
**SALARY BAND:** D  
**BARGAINING UNIT:** ESMAB  
**REPORTS TO:** Chief Facilities Officer  
**CONTRACT YEAR:** Twelve Months

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**POSITION GOAL:**

Performs a key role as the subject matter expert in identifying and supporting process improvements that are critical to successful accomplishment of strategic initiatives and tactical outcomes resulting in trust and support from stakeholders.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

The Director, Business Process and Performance Improvement shall carry out the performance responsibilities listed below.

- Supervises staff as assigned in the performance of job duties.
- Serve as a catalyst to identify and recommend improved performance through capacity planning, resource allocation, work simplification, system utilization, process automation, staff scheduling, service level management, organizational design, performance measurement systems, training, strategic planning, productivity improvement, and expense control/cost avoidance.
- Develop, implement, and promote best practice standards to include defining the linkage from customer to process to execution, to ensure business units are closely aligned with the needs of its customers.
- Work with line of business directors to gain in-depth understanding of their business strategy and priorities and to imbed continuous improvement into business plans and goals.
- Proactively identify opportunities for process improvement, obtain sponsorship and commitment, align resources, lead projects/initiatives utilizing best practice methodologies, and ensure projects/initiatives delivery.
- Enhance standardization of work processes and accomplish measureable business process improvements, utilizing fact-based management practices and the use of other problem solving methodologies.
- Partners with leadership in driving process change, implementing changes, and ensuring that any impact to the business is understood and accepted.
- Takes the lead in the creation of measureable performance metrics, as well as reporting and improvement targets for all business units.
- Facilitates identification, prioritization, selection, and scope of business process improvement initiatives.
- Conducts analysis on various departmental programs with limited data to identify trends, measures process value and performance, identifies and validates root causes; makes recommendations and provides alternatives to management based on business objectives.
- Demonstrates results orientation in achieving appropriate deliverables and services in an accurate, complete and timely fashion.
- Collaborate in the development and monitoring of the department's budget, expenditures, and inventories in support of short and long-range goals as related to the position responsibilities.
- Oversee and serves as liaison for the execution of internal controls and process/performance improvement projects, which may include outsourced assets and capabilities.
- Provides direction, prioritization and conflict resolution in managing project teams to accomplish project objectives.
- Prepares and implements detailed project plans including definition of scope, requirements, objectives, resource allocation and task schedules, and milestones as they relates to process/performance improvements.



- Generate process improvement initiatives and participate in control activities that establish, maintain and validate standards for the functional area.
- Prepares and presents both orally and in written form, conclusions and recommendations concerning complex matters to internal and external stakeholders.
- Become familiar with business processes across all business units to enable proactive identification of opportunities for process improvement.
- Demonstrates the ability to assess and identify needs and develop creative solutions.
- Demonstrates ability to act independently and make decisions that achieve optimal results.
- Research, design and implement applicable processes and performance workshops and training for staff and consultants.
- Lead and facilitate ongoing performance improvement sessions, together with other regular meetings required to follow through on lessons learned, drive improvement, and assist the Chief Facilities Officer in developing policies necessary to establish a high performance organization.
- Develops and monitor systems to ensure proactive, timely, accurate and appropriate communications to all internal and external stakeholders from all business units.
- Develop and maintain procedures and policies relative to the department and the work performed by staff/vendors; train all staff and vendors accordingly.
- Develops and promotes methodology to implement and sustain a service excellence culture within all business units.
- Serves as a mentor and/or coach; provides guidance, and constructive feedback to all levels of staff.
- Support the analysis, planning, design, implementation and evaluation of key projects to help the department achieve its goals.
- Manages process to ensure appropriate reviews, approvals, budget verifications and justifications/explanations are provided and are consistent with District procedures, policies, and state laws.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor or designee.

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned bachelor's degree from an accredited institution in engineering, operations management or related field.
- A minimum of ten (10) years within the last twelve (12) years of progressively more responsible experience in the field related to the title of the position, including prior experience working with cross-functional teams.
- Strong interpersonal skills and the ability to connect with and positively influence leadership and all levels of the organization.
- Computer skills are required including MS Office Suite and familiarity with other enterprise software.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- An earned master's degree from an accredited institution in engineering, operations management or related field.
- Experience with budgets, accounting principles, statistical process control, lean principles, and six sigma.
- Knowledge of Project Management Professional (PMP) methodology.
- Experience working in a fast-paced, highly complex environment.
- Experience with strategy deployment and Value-stream mapping.
- Extensive knowledge of Architecture and Construction practices.
- Demonstrated track record of driving change in a complex work environment.

- Effective oral/written communication skills and interpersonal skills.
- Demonstrated operational and strategic planning skills to solve complex problems through policy, business process improvements, technology integration, and enterprise architecture development.
- Bilingual skills.

**SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:**

Facilitates and fosters frequent communication with internal and external customers throughout the District, using professionalism, tact, and good judgment to improve the business processes of the Office of Facilities division.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

DRAFT

## Point Factor Listing

Director, Business Process & Performance Improvement

Point Range: 1045-1214

### Position Factors

<p><b>1. <u>Knowledge:</u></b> Combined required minimum education/experience for competent performance</p>				
		<b><u>Experience Range - Years</u></b>		
<b><u>Education</u></b>	<b><u>Up to 3</u></b>	<b><u>4-7</u></b>	<b><u>8+</u></b>	
A. High School	1	2	3	
B. A.A/Vocational training	1	2	3	
C. <b>B.S/B.A.</b>	1	2	<b>3</b>	
D. M.S/ M.A.	1	2	3	
E. MS+ (Sr. Mgmt.)	1	2	3	
<p><b>2. <u>Human Relations Skills:</u></b> All interpersonal skills required to produce the desired end result</p>				
<b><u>Required skill level</u></b>		<b><u>*Organization Contact Level</u></b>		
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. <b>Very important; influencing others; supervise/manage</b>	1	2	<b>3</b>	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4
<b>*Definitions</b>				
1 – Immediate workgroup		2 – Outside of immediate workgroup		
3 – Assistant/Associate/Deputy Superintendents		4 – Superintendent, School Board; critical external parties		
<p><b>3. <u>Problem Solving:</u></b> Thinking environment to perform job duties</p>				
A. Follow established routine and well-defined patterns				
B. Some analysis; known solutions				
C. Apply established principles; determine method				
D. <b>Follows broad policies; known objectives</b>				
E. Establish policies based on goals/strategies				
<p><b>4. <u>Decision Making Freedom:</u></b> Freedom to take action</p>				
A. Follows instructions; refer decisions to a higher authority				
B. Occasional independent action; interpret practices/procedures				
C. Independence within specialty area; report progress				
D. Frequent independent action; may impact other areas				
E. <b>Regular independent action; follows broad policies</b>				
<p><b>5. <u>Position Impact:</u></b> Degree of job impact on the District</p>				
A. Minor to total organization; moderate to work unit				
B. Advisory to work unit; used by others to take action				
C. Substantial support, advice, and counsel to work unit				
D. <b>Substantial direct impact on unit's results</b>				
E. Authoritative to unit/substantial to District				

### Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
C3	C3	D	E	D



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Manager, Physical Plant Operations (PPO) Finance  
**JOB CODE:** New  
**CLASSIFICATION:** Exempt  
**SALARY BAND:** C  
**BARGAINING UNIT:** ESMAB  
**REPORTS TO:** Director, Physical Plant Operations  
**CONTRACT YEAR:** Twelve Months

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**POSITION GOAL:**

Assist the Director in maintaining or enhancing the Enterprise Resource Planning (ERP) finance system modules by supervising an assigned team. Ensure business processes and system configurations are aligned by managing collaboration of the end users with the support center department, designing or redesigning business processes, and enhancing the finance modules to accommodate defined processes as they relate to the various modules comprising the ERP system. Provide continuing analytical services to identify changes in work practices, requirements for technology applications, and implementation of associated system changes. Provide management with consistent and accurate financial information that can be relied upon in making business decisions. Manage changes to finance system configuration to minimize the risk of disrupting the daily operations of the District.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Manager PPO Finance shall carry out the performance responsibilities listed below.**

- Supervises staff as assigned in the performance of job duties.
- Maintain/enhance the ERP financial system modules to efficiently and effectively support work practices, District policies, legal and fiscal/budget requirements, collective bargaining agreements, and personnel administration by assisting management in developing, monitoring, and enforcing accurate and effective business processes.
- Supervise the work of assigned staff to ensure accuracy, quality, and timeliness of progress towards department goals, and compliance with department standards by proactively monitoring work progress and results on an ongoing basis.
- Collaborate with the appropriate school/department to determine the compatibility and effectiveness of current work processes, and their interaction with the financial system modules, relative to system capability to determine need for new work processes or enhancements to existing processes.
- Identify, analyze, and resolve work process issues, document system user's needs and problems through Remedy tickets and/or remotely using LANDesk.
- Research and evaluate possible software solutions, and design and implement appropriate corrective actions by creating transports as needed for changes in configuration, table maintenance, among others.
- Design solutions necessary to develop or add new functions within the financial system modules or work environment, and coordinate with pertinent departments/schools District initiatives involving any changes/upgrades to the financial system modules.
- Document each new or changed work process procedure, report, service or utility and develop communications to end users and super users regarding process and/or system changes and roll out strategies; communicate through print, face-to-face or online presentations.
- Oversee the planning, analyzing, testing, implementation and integration of ERP program patches, changes, upgrades, enhancements and rollouts supplied by the program vendor for financial system modules or situations; ensure configuration consistency with other modules.
- Lead and coordinate team development and execution of unit and integration test scenarios including construction of test plans/scripts for financial system modules.

- Review, approve/reject and coordinate movement of transportable changes through the system landscape.
- Collaborate with end and super users, development team and Business Intelligence (BI) team to develop, modify, and design BI and ECC reports to assist schools and departments in managing their financial resources.
- Identify, research and correct errors in BI and ECC reports by working with developers, BI analysts and other functional teams to isolate errors, recommend corrections and/or modifications to reports, test reports and notify end-users of resolution.
- Prepare/submit communications to SAP as related to issues in the applicable financial system modules and work with SAP to resolve such issues.
- Serve as the finance liaison for budget, payroll, time and benefits and other functional teams by assisting in the design and implementation of new ERP processes and enhancements to existing ERP processes which have cross-team implications.
- Evaluate, trouble-shoot and recommend security accesses for users.
- Test new work processes to ensure their functionality and optimize current work processes by adapting to new functionality in the system or work environment.
- Articulate user needs to the development team and take ownership of development work performed.
- Work with consultants regarding financial system module related activities.
- Develop training materials on the applicable financial system modules and provide or coordinate training on the system to end users and super users of finance system modules.
- Develop, maintain, and update all forms, reference documentation and work instructions, as well as all other content on the ERP website as related to the financial system modules.
- Assist in ensuring that the District remains in compliance with external requirements and internal policies by remaining current with State/Federal regulations and system technologies in the applicable functional area.
- Apply well-established accounting principles, theories, concepts, and practices to ensure accounting and financial reporting processes and procedures are able to provide accurate and consistent financial information that can be relied on in making business decisions.
- Collaborate with the departments supported by the financial system modules by supporting the quarterly and year-end closing and audits performed by state auditors and/or public accounting firms.
- Design, manage, coordinate and complete projects assigned by developing a project plan, marshalling the resources to execute the project plan and performing the necessary activities to ensure completion of the projects by set deadlines.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor or designee.

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned bachelor's degree from an accredited institution in a related field.
- A minimum of seven (7) years within the last ten (10) years, of increasingly responsible experience in accounting, financial reporting, implementing and/or maintaining an enterprise resource planning (ERP) system which includes system integration analysis and financial system configuration and testing in a similar environment.
- Prior experience establishing budgets for specific goals and routine operations.
- Prior experience in preparing all aspects of financial statements in accordance with generally accepted accounting principles including applicable State and Federal regulations, closing of accounting records on an ad hoc, monthly, quarterly or annual basis.

- Knowledge of system interdependencies and interfaces between modules and in tracing and analyzing the flow of information thru the financial system as represented by changes in master data and financial transaction postings.
- Prior experience in contract spending analysis, analyzing financial information, identifying historical or projected trends including synthesizing financial information from all databases and comparing information for accuracy and reasonableness.
- Proven experience with effective planning, organizing, analyzing situations and data, communicating complex ideas, and solving difficult problems with minimum supervision.
- Prior supervisory experience.
- Computer skills as required for the position

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- An earned master's degree from an accredited institution in finance or accounting.
- A minimum of five (5) years, within the last ten (10) years, of increasingly responsible experience in accounting, financial reporting, implementing and/or maintaining an enterprise resource planning (ERP) system which includes system integration analysis and financial system configuration and testing in a similar environment.
- Knowledgeable of Capital and Operating Budgeting.
- Experience with SAP system configuration and project implementation. Experience with analysis and implementation of governmental accounting standards.
- Knowledgeable of work order and cost accounting in construction methodologies.
- Proficiency in ERP system configuration.
- Bilingual skills.

**SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:**

Frequently works with department heads, principals, and applicable staff to obtain input and understanding of their work processes and needs; periodically works with senior management on specific design issues. Frequently works with SAP support and development personnel and with ERP analysts, in this school district and in other districts, on technical issues related to the functionality of the SAP ERP system.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

**Point Factor Listing**  
 Manager, PPO Finance  
 Point Range: 945-1044  
**Position Factors**

<b>1. <u>Knowledge:</u></b> Combined required minimum education/experience for competent performance				
<b><u>Education</u></b>	<b><u>Experience Range - Years</u></b>			
	<b><u>Up to 3</u></b>	<b><u>4-7</u></b>	<b><u>8+</u></b>	
A. High School	1	2	3	
B. A.A/Vocational training	1	2	3	
C. <b>B.S/B.A.</b>	1	2	3	
D. M.S/ M.A.	1	2	3	
E. MS+ (Sr. Mgmt.)	1	2	3	
<b>2. <u>Human Relations Skills:</u></b> All interpersonal skills required to produce the desired end result				
<b><u>Required skill level</u></b>	<b><u>*Organization Contact Level</u></b>			
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. <b>Very important; influencing others; supervise/manage</b>	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4
<b>*Definitions</b>				
1 – Immediate workgroup	2 – Outside of immediate workgroup			
3 – Assistant/Associate/Deputy Superintendents	4 – Superintendent, School Board; critical external parties			
<b>3. <u>Problem Solving:</u></b> Thinking environment to perform job duties				
A. Follow established routine and well-defined patterns				
B. Some analysis; known solutions				
C. Apply established principles; determine method				
D. <b>Follows broad policies; known objectives</b>				
E. Establish policies based on goals/strategies				
<b>4. <u>Decision Making Freedom:</u></b> Freedom to take action				
A. Follows instructions; refer decisions to a higher authority				
B. Occasional independent action; interpret practices/procedures				
C. <b>Independence within specialty area; report progress</b>				
D. Frequent independent action; may impact other areas				
E. Regular independent action; follows broad policies				
<b>5. <u>Position Impact:</u></b> Degree of job impact on the District				
A. Minor to total organization; moderate to work unit				
B. Advisory to work unit; used by others to take action				
C. Substantial support, advice, and counsel to work unit				
D. <b>Substantial direct impact on unit's results</b>				
E. Authoritative to unit/substantial to District				

**Position Analysis Criteria**

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
C2	C3	D	C	D