

Applications

Candidates must submit the following:

- ★ Letter of intent
- ★ Current résumé
- ★ Completed application - go to: www.olasjobs.org/capital must be submitted online
- ★ Official college transcripts
- ★ Copy of NYS School District Administrator (SDA), School District Leader (SDL), School Business Administrator (SBA) or School District Business Leader (SDBL) certificate
- ★ Three current letters of recommendation

Selection Process

All inquiries should be submitted to:

Dr. Mark C. Davey
District Superintendent
CVES
P.O. Box 455
Plattsburgh, NY 12901
(518) 536-7312
Email: jackstadt_louise@cves.org

Champlain Valley Educational Services is an Equal Opportunity Affirmative Action Employer.

Timeline

Application Deadline
Nov. 6, 2015

Initial Interviews
Week of Nov. 16, 2015

2nd & Final Round Interviews
Nov. 23 - Dec. 4, 2015

Anticipated appointment
Dec 9, 2015

Desired Start Date
February 2016

Our Community

There are many cultural and recreational opportunities in Plattsburgh, as well as in the neighboring areas. Enjoy swimming, fishing, boating and sailing in nearby Lake Champlain, or skiing and snowboarding at Whiteface Mountain.

The region is growing economically and supports a strong partnership of education, businesses and collaboration to support economic development.

The North Country Chamber of Commerce is celebrating the selection of Plattsburgh, New York as the fourth-best micropolitan city for economic potential in North and South America by fDI Magazine. fDI Magazine is a global publication which identifies where international investors and businesses should be looking. In addition, the area received a Top 10 placement for the quality of our workforce and human resources.

Please visit www.northcountrychamber.com and click on "Discover the Good Life" to learn more about our area and all it has to offer.



BOCES Profile

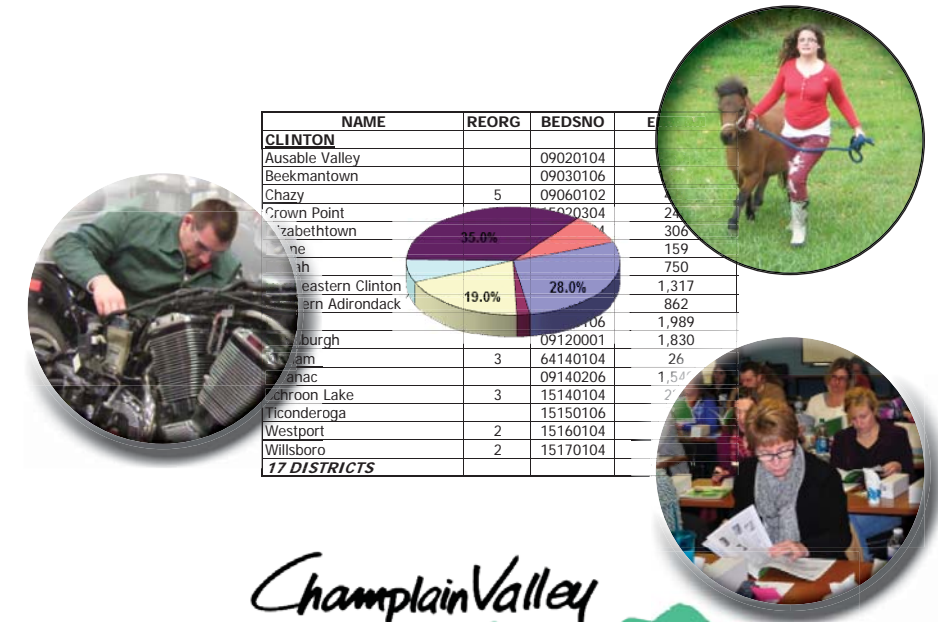
Champlain Valley Educational Services (CVES) is located on the north-eastern corner of New York State on Lake Champlain in close proximity to Montreal, Vermont, Lake Placid and Albany.

CVES serves approximately 14,000 students from 17 component school districts in Clinton, Essex, Warren and Washington counties, an area stretching from the Canadian border to the Lake George region (2,343 sq. miles). It has five campuses located in Plattsburgh and Mineville, NY.

CHAMPLAIN VALLEY EDUCATIONAL SERVICES

An Invitation to Apply /
Vacancy Announcement
For the Position of

Assistant Superintendent for Management Services



www.cves.org

*CVES - a proud member of the statewide
BOCES network since 1949*

Candidate Profile

The Assistant Superintendent for Management Services reports directly to the District Superintendent. The Assistant Superintendent for Management Services is responsible for the administration, planning, budgeting, and oversight of all school business, human resource and employee services provided by the BOCES. This position includes leading and managing all business office services, employee services, BOCES facilities, operations, shared services, Health Insurance and Workers' Compensation consortia, GASB 45, audits and reserves, while assisting districts in meeting their financial and planning responsibilities.

In addition, the Assistant Superintendent for Management Services supervises the Buildings and Grounds Supervisor, departmental staff and related budgets. The individual will serve as a leader in supporting CVES' collaborative agreements with our Joint Management Team (JMT) BOCES including a collaborative labor relations service.

The 2015-16 CVES budget is \$35,553,646, plus \$4-5 million in Special Aid Projects.

The Ideal Candidate ...

- ★ Possesses a thorough understanding of school business administration in NYS schools including finance, budget development, asset management, capital project planning, risk management, payroll, audits, purchasing, and NYS school financial regulations and reporting.
- ★ Holds appropriate NYS district-level administrative certification: SDA, SDL, SBA, or SDBL.
- ★ Has experience in direct supervision of employees, including assigning duties, employee evaluations, and setting priorities.
- ★ Exhibits superior writing and speaking skills, plus familiarity with WinCap financial software.
- ★ Demonstrates knowledge of the financial structure of a BOCES, including funding streams, budget approval procedures, and BOCES aid.
- ★ Has proven experience working in a team setting to develop institution-wide and departmental budgets.
- ★ Has experience managing insurance, negotiating contracts, and overseeing bank reconciliations.
- ★ Implements long-term planning for equipment management, facilities maintenance, and capital projects.
- ★ Has experience managing health insurance and employee benefits plan contracts.

Assistant Superintendent for Management Services Responsibilities

Budget Leadership & Oversight

- ★ Budget development and implementation
- ★ Audits (external, internal, claims, state, etc.)
- ★ Purchasing
- ★ Insurance/Liability

Personnel Administration

- ★ Recruiting, hiring, and employee development
- ★ Recruiting Co-Ser for component districts
- ★ Employee Benefits
 - a. TRS/ERS
 - b. FMLA
 - c. COBRA
 - d. Deferred compensation
 - e. Health insurance
 - f. Attendance
 - g. Leave requests
- ★ Policy updates and implementation



Plattsburgh Main Campus



Mineville Campus



Plattsburgh Satellite Campus



OneWorkSource Campus

Health Insurance and Workers' Compensation Consortia

- ★ Provide leadership and support for CVES and its 17 component school districts

Shared Services

- ★ Food Service/Cafeteria/Transportation
- ★ Contract administration
- ★ GASB 45
- ★ Oversee establishment/implementation of new shared services Co-Sers

Staff Oversight – Management Services Office

Facilities, Operations and Oversight

- ★ Supervise the Director of Buildings and Grounds

Employee Concern Resolution & Investigations

- ★ DASA
- ★ Title IX

E-Rate

CVES Liaison/Representative

- ★ Serve as liaison for local, regional, and statewide committees

Compensation Package

The CVES Board is offering a salary in the range of \$105,000 - \$125,000 based on experience, including a full benefits package. The successful candidate will receive a four-year probationary appointment.