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Alabama Association of School Business Officials

Job Announcement Executive Director Alabama ASBO

The Alabama Association of School Business Officials (AASBO) is searching for an Executive Director to lead and administer the programs, goals, strategies, and membership functions of the Association in a manner that will provide beneficial experiences to support members with their professional responsibilities as School Business Officials.

The Executive Director, appointed by the Board of Directors, serves as Secretary/Treasurer and Chief Executive Officer of the Board, and is an ex-officio, non-voting member of the Board of Directors.

The Executive Director shall serve as the official representative of the Association, maintaining a working and visible presence with the Alabama Department of Education, Alabama's Educational & Administrative Professional Associations, ASBO International and ASBO Executive Directors from other state affiliates. Travel will be required throughout Alabama and the United States to attend meetings and related events.

Interested applicants should submit a letter of interest, current resume including references via email to:

info@asbo.com

Qualifications

- Minimum of BS in Accounting/Finance
- Advanced degree and professional certification preferred.
- Experience as an Alabama Chief School Finance Officer or other experience as determined by the selection committee.
- Experience in a leadership role determined by the selection committee.

Essential Knowledge and Skills

Executive Director shall have:

- Extensive knowledge of Alabama school finance practices.
- Proven knowledge of Alabama school operations.
- In-depth knowledge of Alabama K-12 education and related issues.
- Proven presentation, interpersonal and communication skills.
- Working knowledge of board relations.
- Comprehensive knowledge of professional development relating to school business administration.
- Ability to organize and efficiently manage staff.
- Ability to work in a team environment and to deal with multiple projects and responsibilities.
- Ability to build relationships with other high-level executives.

Salary- Negotiable based on experience and qualifications.

Application Deadline- October 27, 2023

Duties and Responsibilities

- Serve as Chief Executive Officer and administrative representative of the Association, administering and coordinating all activities of AASBO, and implementing all decisions of the Board of Directors.
- Employ and administer office staff for positions approved in the annual budget and be responsible for staff supervision.
- Ensure that the Board of Directors are fully informed of AASBO conditions and activities and offer recommendations as deemed necessary.
- Plan, formulate, and recommend for Board approval basic programs designed to further AASBO's objectives.
- Prepare an annual budget to meet the estimated needs for the ensuing year and administer the budget as approved by the Board of Directors.
- Ensures that AASBO complies with all statutory laws, its Bylaws, and Policy Manual.
- Plan, coordinate and attend all AASBO regional meetings and other state and national meetings as required by the Board of Directors.
- Develop and present professional development programs in school business management for AASBO members and other affiliate organizations.
- Establish and maintain working relationships with other organizations and the public to enhance the position of AASBO.
- Coordinate the development of the AASBO professional development program by identifying member needs, developing new delivery strategies and platforms, and researching and designing professional development programs.
- Support development of school business leaders incorporating leadership topics into conferences and programs.
- Provide leadership for the development and refinement of the organization's Strategic Plan.
- Direct the successful implementation of workshops, webcasts, and conferences.
- Cooperating with federal, state agencies and school-related entities.
- Carry out all other assignments as delegated by the Board of Directors.