



Vacancy Notice

The Oregon Association of School Business Officials supports public education by providing resources, programs, and activities.

EXECUTIVE DIRECTOR

THE ORGANIZATION

As a membership organization dedicated to developing leaders in school business to serve the educational community, the Oregon Association of School Business Officials (OASBO) is essential to the profession of school business management, and indispensable to the professional growth of its members. Emphasizing continuing education and professional collaboration, the Association supports its members by enhancing opportunities for networking and providing opportunities for professional growth, training, and certification. In addition to keeping members connected through conferences, regional zone meetings, committee work, and technology, the Association also recognizes outstanding achievements and commitments to the school business community.

The OASBO office is located in Salem, Oregon. Remote work is a possibility outside of those times when an in-person presence is needed such as during the legislative session, board meetings, and professional development activities.

OASBO is governed by a ten-person Board of Directors that meets five times per year. Additionally, there are currently nine committees, composed of over 100 active individuals meeting on topics including accounting, budgeting, purchasing, payroll and benefits, human resources, child nutrition programs, facilities and transportation, risk management, professional development, and legislative affairs.

THE POSITION

Reporting to the Board of Directors, the Executive Director will lead, direct, and administer a portfolio of services that fulfill the purpose of the Association as defined in the Constitution/By-Laws and Policy Manual. In addition to providing guidance and leadership for effective program and membership development and services, the Executive Director will also manage the finances of the Association and, in partnership with the Board, provide vision and strategic planning. Serving as the official representative of the Association, the Executive Director will have an active presence in the school business community. They will cultivate relationships with the Association of School Business Officials International (ASBO), executive directors of other state ASBO affiliates, the Oregon Department of Education (ODE), and other local education partners by attending various state and national conferences and networking events.

Association Priorities

- The new Executive Director will build relationships with the Board of Directors, staff, committee chairs, past Board Presidents, statewide school finance leaders, and leaders of partner associations such as ASBO, Oregon School Boards Association (OSBA), and Coalition of Oregon School Administrators (COSA).
- The new Executive Director will continue to build OASBO's presence and involvement at the legislative level to ensure that the Association continues to be viewed as a key player when policy work is presented and important decisions are made. The Executive Director will build on the partnerships at the state level to make sure OASBO is viewed as a respected resource for the legislature and they will provide information on business and operations issues affecting school districts.

Apply by

February 9, 2022

Email materials to

Josie Hummert | jhummert@oasbo.com

oasbo.com/page/executive_search

❖ In conjunction with the Board of Directors, the Executive Director will evaluate the current training needs for curriculum and conferences and ensure that OASBO is covering topics and issues of interest and relevance for the broad diversity of the membership.

Ideal Candidate Profile

OASBO seeks an energetic, visionary leader who can build positive relationships with the Board of Directors, the membership, policy makers, and partner organizations, as well as key stakeholders nationally and locally in the K-12 system. The ideal candidate will be committed to issues affecting school districts and the wider educational community. They will have a friendly, visible presence, and a track-record of developing cooperative partnerships as well as building a solid reputation based on professionalism, hard work, high integrity, and respect to establish credibility with the membership and other associations. The ideal candidate will be required to travel throughout the state to attend Association conferences, committee meetings and other OASBO related events.

The successful candidate will be a strategic, business-savvy individual with demonstrated management experience. They must be able to organize, operate, and efficiently manage a small office and staff, paying close attention to its finances, trends, and opportunities as well as quickly adjusting priorities and tasks to meet many ongoing deadlines. They should be able to anticipate issues and provide thorough analyses and recommendations to the Board of Directors. Additionally, the Executive Director must have a participatory and inclusive style that recognizes the talents of the membership, committees, and Board to achieve success and growth of the Association.

The Executive Director will be comfortable as the front person for the organization and successfully represent the membership in issues on a local, regional, and national level. The preferred candidate will have excellent interpersonal skills and be able to effectively communicate both verbally and in writing. They will have a demonstrated history of being a strong community player, developing local ties to key organizations and individuals in the region in order to garner the necessary influence to affect the legislative agenda surrounding public education. Additionally, they will be approachable, responsive, open to change, and have a good sense of humor.

Ideally, the new Executive Director will have led a school district or educational agency's business department or statewide professional association with experience in organizing, financing and supporting a wide range of training and educational programs. They will have an executive leadership background in managing large events, conferences, and workshops, yet be comfortable working with a limited staff and know how to garner and utilize volunteers to achieve the Association's goals. The Executive Director must balance the need to delegate where appropriate with the need to roll up their sleeves and get the job done when required. Strong and active listening skills are essential for this position as well as the ability to be a critical thinker and make tough decisions where necessary. This individual must be an effective team builder and encourage open communication based on an environment of trust and integrity.

Minimum Qualifications

A Bachelor's or Master's degree and five years of progressively responsible executive-level leadership in Education Administration, Public Administration, Business Administration, or a related field. Significant experience that provides the required knowledge, skills, and abilities may be considered in lieu of education. Experience in K-12 public education and experience working with a board of directors desired. Certified Administrator of School Finance and Operations (SFO) preferred.

Benefits & Salary

Retirement and health insurance benefits are negotiable and could include PERS, if already a PERS member. Salary range is \$115-130k depending on qualifications.

Application

Interested applicants should submit a letter of interest, current resume, and three letters of recommendation or a combination of references and letters totaling three or more.

Send materials to Josie Hummert, Executive Assistant, jhummert@oasbo.com, by February 9, 2022.

OASBO is an Equal Opportunity Employer and values diversity in all areas of its operations. We welcome and encourage diverse applicants.