

## **Killeen Independent School District Job Description**

**Job Title:** Coordinator for Logistics  
**Reports To:** Chief Financial Officer  
**FLSA Status:** Exempt

### **SUMMARY**

Provides financial and operational analyses of operational processes and provides recommendations for performance improvement. Manages or assists with project planning.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Work with various departments and functional leaders at the highest levels of the organization to document current processes, help define new processes and lead transformative projects aimed at achieving the strategic and financial objectives of the district while preparing the district for the future.

Evaluate procedures, systems, and controls for efficiency and best practice.

Prepare periodic reports for management, including fiscal analyses and long-term planning.

Assist district staff to project staffing needs, capital equipment needs, and other cost items for district and individual school improvement.

Implement policies established by federal and state law, State Board of Education rule, TEA regulation, and local board policy in area of operations. Options and/or improvement plans to ensure exemplary operations.

Analyze records of present and past operations, trends and costs to project future revenues and expenses.

Assist with development and review of internal controls.

Coordinate and oversee annual Business Procedures Training for all district financial staff.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises the Business Operations Specialist. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree in Business Administration, Accounting, or related area, required; five years of job-related experience, and supervisory experience.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental laws and regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.

**OTHER SKILLS and ABILITIES**

Must be able to operate a computer and working knowledge of Microsoft Office, Excel, Word and PowerPoint.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

**WORK ENVIRONMENT**

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

**Revised Date:** May 28, 2021

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.