

**State of Alaska**  
**RECRUITMENT NOTICE**  
**Alaska Department of Education & Early Development**  
**Director of Finance and Support Services**

The Department of Education & Early Development is seeking an experienced, committed leader who is able to lead the work of a diverse group of professionals in providing support to school districts. The Director of Finance and Support Services oversees the School Finance, School Facilities, and Child Nutrition Programs teams. The incumbent directly supervises three managers and an Administrative Officer, who collectively oversee an additional 18 positions. These three teams support schools and districts in the areas of formula funding, budget review, pupil transportation, capital improvement projects, and school nutrition programs.

The position is a range 27 partially exempt appointment with a minimum salary of \$4,366.50 biweekly (\$113,529.00 annually). The position is located in Juneau and will report directly to the Deputy Commissioner.

**DESIRED QUALIFICATIONS**

- Three years of experience which required interpreting and applying statutes and regulations in programmatic decisions.
- Three years of experience overseeing programs with federal funding requirements.
- Five years of experience managing personnel and budgets, which included experience with grant funds.

**DESIRED SKILLS AND ABILITIES:**

- Ability to interpret, explain, and apply the provisions of State and Federal statutes and regulations, policies, and procedures.
- Experience and strength in business management, including budget, procurement, and large service contracts.
- Skill in collaborating effectively with administrative team, reporting staff, school districts, and partner agencies.
- Experience solving problems creatively and with vision.
- Experience communicating with leaders and stakeholders from a variety of cultural backgrounds.
- Demonstrated leadership experience.
- Ability to effectively present information publicly to a variety of audiences including legislators, school district leadership, and the public.

## **HOW TO APPLY**

Submit a letter of interest outlining the reasons the applicant is interested in serving at the Department of Education; a current resume; and three letters of recommendation.

Materials must be delivered to the address below not later than 5:00 p.m. AKT on January 20, 2023.

Department of Education & Early Development  
Office of Human Resources/FSS Director Recruitment  
P.O. Box 110500 Juneau, AK 99811-0500

Alternatively, materials may be e-mailed to [bobjo.grimes@alaska.gov](mailto:bobjo.grimes@alaska.gov) by 5:00 p.m AKT on January 20, 2023.

For more information, contact Bobi Jo Grimes, Human Resources Business Partner, at 907-465-5536 or [bobjo.grimes@alaska.gov](mailto:bobjo.grimes@alaska.gov).

The State of Alaska is an EEO/ADA employer. Individuals requiring accommodations should call 1-800-587-0430 or 465-4095 in Juneau or (907) 465-2815 (TTY).