

TITLE:	Assistant Superintendent of Business Services	REPORTS TO:	Superintendent
DEPARTMENT/SCHOOL:	Business Services	CLASSIFICATION:	Classified Management Senior Management Exempt
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or as assigned
APPROVED: Commission Board	3/1/2018 2/7/2018	SALARY GRADE:	Schedule: 52/2 Range: contract/negotiable

BASIC FUNCTION:

As a Senior Management position within the Classified Service and under direction of the Superintendent or designee, plan, organize, implement, supervise and evaluate District Business Services functions including, but not limited to accounting, budget, fiscal services, food service, payroll, purchasing, risk management, technology, transportation and warehouse services. Additional responsibilities: evaluate the primary management personnel in these areas; formulate and develop Business Division systems, policies, standards and procedures in compliance with Board policies and Federal, State and local laws, rules and regulations; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide administrative leadership in the areas of financial administration, nutrition services, purchasing, warehousing and transportation, technology, risk management and position control.

Conduct regularly scheduled meetings with management staff of the division; monitor communication within the Division to ensure a two-way flow of information at all levels.

Systematically and continuously evaluate the work and performance of the assigned staff within the Business Services Division to attain the objectives of their schools/departments and assist them with their professional growth and development.

Attend and represent the Business Services Department at all meetings of the Board of Education and other special meetings as assigned and advise the Board of Education, Superintendent and cabinet members on budget policies.

Serve as a member of the Superintendent's Cabinet and Executive Cabinet in analyzing, developing, coordinating, and implementing state laws, Board of Education policies and administrative regulations.

Serve as a member of the Superintendent's Cabinet and other standing and ad hoc committees as directed; chair, participate in and represent the District to local and statewide technical committees and professional organizations, consortia, joint powers authorities, trust, and related meetings and groups.

Oversee accounting, payroll, purchasing, technology, warehousing, transportation, risk management to include workers' compensation, liability and safety, health and welfare matters, and nutrition services.

Work collaboratively with the Assistant Superintendent of Human Resources to confirm staffing allocations.

Assist in establishing staffing ratios.

Keep current of fiscal reporting requirements and mandated changes in fiscal policies for all sources of funding.

Oversee financial implications of voter-approved measures and teacher templates.

Prepare, recommend and administer the District budget and ancillary state and federal financial reports.

Represent the District on business matters with other agencies and community groups.

Participate in the negotiations as a member of the District Negotiations Team and provide team support with fiscal analysis.

Prepare technically sound administrative studies, analysis, findings, recommendations and reports for operational and organizational purposes; develop recommended policies and regulations.

Analyze and evaluate complex financial data and reports, maintain communication with state, county and District administrators and special committees. Interpret financial, educational and compliance legislation.

Closely monitor all monthly, quarterly and annual budget reports for the Board of Education and administrators, including numerous complex financial reports to federal, state and local agencies.

Develop goals, objectives and long and short range plans of the Division, departments and units supervised; plan, organize and lead the Business Division in rendering specialized consultation and services to internal and external customers.

Review and analyze department and site budgets, provide assistance to budget managers as needed and provide technical expertise to senior staff for all related budget areas.

Perform other fiscal, budget and administrative duties as required and assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

EDUCATION AND EXPERIENCE: Any combination equivalent to:

- A. Bachelor's degree required. Accounting, finance, business administration degree required. Certified Public Accountant (CPA) licensure and/or Masters Degree in lieu of Bachelor's Degree preferred. California Association of School Business Officials (CASBO) Chief Business Official (CBO) Certification/Training highly desired.
- B. Five (5) years of varied and increasingly responsible accounting and business services experience to include three (3) years in a district-level business supervisory capacity with two (2) years' experience in school district budgeting required.

LICENSES AND OTHER REQUIREMENTS:

A certificate stating freedom from Tuberculosis.
A valid California Drivers License.
Use of personal vehicle.
Proof of Insurance.

KNOWLEDGE OF:

Advanced principles and practices of school finance including accounting, financial reporting, budget formulation and financial forecasting.
Advanced theories, and state of the art practices in methods of management, leadership, supervision, training and policy formulation.
Theories and practices of long and short range planning and change management.
Principles of public and community relations.
District organization, operations and objectives.

ABILITY TO:

Plan, organize and direct the business and operations programs of a complex school district.
Perform advanced professional-level work in complex school finance, budget formulation and administration, planning and other designated areas of the work.
Prioritize and complete tasks in an active environment.
Supervise and direct managers, directors, supervisory, technical and support personnel.
Develop and maintain sound personal and professional relationships with a wide range of people.
Accept and carry out responsibility for direction, control and planning.
Analyze, evaluate and assimilate complex technical data and administrative problems and prepare sound policy and procedural recommendations based on such information; prepare complex financial spreadsheets.
Interpret and administer statutes, regulations and policies and analyze and evaluate administrative and technical literature.
Sit and drive in a vehicle.
Operate a PC and related software.
Communicate effectively verbally and in writing.
Maintain effective working relationships with other people.

PHYSICAL ABILITIES

Hearing and speaking to exchange information.
Standing for extended periods of time.
Seeing to read and compose written materials.
Operating a computer keyboard for extended periods of time.
Dexterity of hands and fingers to operate a computer keyboard.

ENVIRONMENT:

District office environment.
Subject to demanding time lines and constant interruptions.
Occasionally exposed to outside weather conditions.
Occasionally works evenings or weekends.

HAZARDS:

Extended viewing of computer monitor.
Sitting for an extended period of time.
Contact with dissatisfied or abusive individuals.