

**ASSISTANT SUPERINTENDENT BUSINESS AND  
ADMINISTRATIVE SERVICES**

**DEFINITION**

Under the direction of the Superintendent, the Assistant Superintendent of Business and Administrative Services administers the business affairs of the District, including supervision of the Director of Fiscal Services and the Manager of Facilities, to ensure the best possible educational services with the financial and operational resources available. Responsible to and reporting directly to the Superintendent, the Assistant Superintendent of Fiscal and Administrative Services is a member of Cabinet and Leadership Team, is the lead negotiator for the district with its bargaining units, and is responsible for giving advice and recommendations on matters of finance, business, maintenance, operations, negotiations, and contract management.

**DUTIES**

- Directs and coordinates the business services and accounting services of the District.
- Directs and coordinates the operations and maintenance services of District facilities.
- Conducts the business affairs of the school district in accordance with all applicable laws, rules, regulations and procedures of the State of California, the County of Los Angeles, the local Governing Board, and other such agencies as have jurisdiction over the District.
- Keeps informed and is available as a resource to the Superintendent and the Governing Board of the latest trends and developments in all aspects of school business and related commercial business fields.
- At the direction of the Superintendent, disseminates accurate and up-to-date financial and enrollment information to the Board, the press and the community.
- Supervises District support services, through the Director of Fiscal Service and Manager of Facilities.
- Recommends staff development activities to maintain and update necessary skills for business, custodial and maintenance personnel.
- Evaluates all programs of the Business Office, the Maintenance and Operation Office and the District as they affect the operation of those offices.
- Monitors and oversees the collection and expenditure of Developer Fee funds.
- Implements and manages vendor and outside contracts.
- Responsible for facility leases and facility use agreements.
- Represents the Fiscal Services and Facility departments to other District departments, elected officials and outside agencies; explains, justifies and defends department programs, policies and activities; negotiates and resolves sensitive, significant and controversial issues.

- Selects, trains, motivates and evaluates Fiscal Services and Facility department personnel; provides or coordinates staff training; works with employees to correct deficiencies; recommends discipline and termination procedures.
- Leads the District in the collective bargaining process, serving as lead negotiator for the district with both the La Canada Teachers' Association and the California School Employees Association, Chapter 122.
- Conducts surveys and studies of personnel salaries and benefits.
- Coordinates and administers the State Unemployment Insurance Program.
- Assists in preparing certificated and classified staffing allocations.
- Develops job descriptions.
- Serves as Superintendent's designee for employee complaints as assigned.
- Serves as Superintendent's designee in the grievance procedure as assigned.
- Coordinates and manages matters related to the external auditing of various fiscal aspects of programs and offices in the District.
- Determines need, evaluates and secures District financing when applicable, working directly with legal counsel, bond rating agencies, the financial advisor(s), leasing companies and banks.
- Responsible for management of the District Food Service program, including contract administration; directly handles issues related to parent concerns.
- Oversees the preparation of required attendance reports for forwarding to the County, State and Federal agencies.
- Chairs and coordinates the District Employee Benefit Committee.
- Responsible for administration of Bond and/or Parcel Tax measures, including required reporting to the County of Los Angeles, Parcel and/or Bond Tax Oversight Committee(s), Superintendent and Governing Board.
- Manages and is responsible for the District's Property and Liability and Workers' Compensation insurance programs, including claims management and safety and loss prevention.
- Manages and participates in the development and administration of the District budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; directs the monitoring and disbursement of funds in accordance with the adopted budget; directs the preparation of and implements budgetary adjustments as necessary.
- Prepares and disseminates financial reports.
- Ensures that "Continuous Disclosure" reporting requirements associated with both voter and non-voter approved debt are met.

## **QUALIFICATIONS GUIDE**

### **Knowledge of:**

- Principles and procedures of accounting, auditing and finance.
- Principles, practices, and methods of contract negotiations.\*

- Advanced principles and procedures used in budget preparation, administration and control.
- Fundamentals of school finance and accounting.
- Pertinent federal, California State and local laws, codes and regulations including laws and regulations applying to school district financial operations and contract negotiations.\*
- Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Instructional and operational technology principles, methods, materials and equipment.
- Modern and complex principles and practices of program development and administration.
- Principles of supervision, training and performance evaluation.
- Operational characteristics, services and activities of a comprehensive business services program.

Ability to:

- Plan, organize, direct and coordinate the work of supervisory, professional and technical personnel.
- Delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Provide administrative and professional leadership and direction for the Fiscal Services and Facility Operations Departments.
- Develop, implement and administer goals, objectives and procedures that provide effective and efficient fiscal services.
- Prepare and administer large and complex budgets.
- Interpret and apply budgeting, accounting and fiscal procedures, policies and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Prepare clear and concise reports.
- Interpret and apply federal, State and local policies, procedures, laws and regulations.
- Analyze budgeting and accounting information and prepare financial statements and reports.
- Plan and coordinate the purchasing of all equipment, supplies and services of the District.
- Monitor the preparation of warrants to pay for supplies, equipment, and services.
- Prepare bids and bid forms; open, tabulate and analyze bids.
- Assist all administrative personnel in locating information, prices, and suppliers of supplies.
- Explore and suggest ways to increase revenue and decrease expenditures.

- Plan for and coordinate District contracted transportation services, insuring that required provider insurance and CHP safety inspection reports, etc., are on file and current.
- Analyze school plant needs and make recommendations to the Superintendent.
- Direct the maintenance, custodial and facility lease operations of the District.
- Keep informed on the latest trends in areas of school property, liability and workers' compensation insurance.
- In conjunction with Information Systems personnel, supervise maintenance of attendance accounting systems for all schools for budget analysis purposes and legal requirements.
- Attend all regularly scheduled Board meetings and special meetings as requested by the Superintendent.
- Prepare and present reports to the Board of a business or operational nature.
- Serve as a resource person for the Superintendent and the Board on business and operational matters.
- Attend and participate in meetings of professional school business officials.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective and cooperative working relationships with others.
- Accomplish other duties or responsibilities as assigned by the Superintendent.

**EDUCATION AND EXPERIENCE:**

- Possession of a Bachelor's Degree in Accounting, Business Administration, Finance, or related field from an accredited college or university.
- Master's Degree preferred.
- Five years of recent financial budget experience, including at least two years in a supervisory role.
- Public school experience preferred.
- Required to maintain a valid California Driver License.