

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

## **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.