

ASSISTANT SUPERINTENDENT BUSINESS SERVICES**DEFINITION:**

The Assistant Superintendent Business Services, is directly responsible to the Superintendent to manage and administer the financial and business affairs of the District, including accounting, payroll, health benefits, long-range budget planning, risk management, transportation, food services, and purchasing.

QUALIFICATIONS:**Experience**

- A minimum of five years of increasing responsibility and professional experience in accounting, auditing, budget analysis, facilities planning and business management in California K-12 school districts
- Three (3) years of successful district-level leadership or equivalent experience
- Demonstrated experience with school budgeting and finance
- Successful experience with leadership and responsibility for multiple departments
- Effective supervisory, organization, and evaluation of personnel within an education business environment
- Experience in new facilities construction, modernization and maintenance
- Experience in collective bargaining and union contract management

Education

- Bachelor's degree from an accredited four-year college or university required. A Master's Degree in School Business Administration and/or CBO Certification desirable.
- Possession of valid Certified School Business Official Certificate with "E" designation issued by the California Association of School Business Officials (CASBO) is preferred.

DISTINGUISHING CHARACTERISTICS:

- Work with changing priorities, regulations, and deadlines.
- Analyze situations accurately and recommend necessary actions.
- Be an effective team member.
- Requires accurate and responsive reports in a clear and concise format with critical financial and operational information.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Manages, directs, organizes, and administers the business, financial, and risk management operations of the district.
- Supervises, with the assistance of directors/managers, the overall operations of Fiscal Services, Payroll, Purchasing, Risk Management, Transportation, and Food Services
- Directly supervises and evaluates the Risk Manager and Directors of Fiscal Services, Food Services, and Transportation
- Supervises the evaluation procedures in assigned areas or evaluates where authorized and participates as needed
- Participates in the selection of assigned directors and personnel; provides coaching, counseling, and individual development as a leadership function
- Assists the Superintendent and Cabinet in identifying and establishing long-range plans, annual goals and objectives in partnership with the Board of Education and the District's mission
- Assists in the general planning, organization and management of the District
- Monitors policies and regulations in the business, fiscal, facilities, food services/child nutrition and health areas; amends existing policies/regulations, and deletes obsolete or inappropriate policies/regulations
- Stays current on all laws, rules, regulations, and interpretations of law regarding District entitlement to federal, state, and local monies
- Supervises the development and execution of the annual budget and interim reviews; analyzes and reviews budgetary and financial data; authorizes expenditures and contracts in accordance with established limitations
- Oversees the strategic planning and development of food services and transportation services
- Responsible for the general liability, property and casualty risk management program

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- Reviews past and current revenue and expenditure trends; prepares the District multiyear projections
- Coordinates short and long-range enrollment and average daily attendance projections for the District; coordinates staffing needs with Human Resources
- Serves as a resource and provides financial analyses and data as required for District negotiations
- Provides the Superintendent and the Board of Education with budget reports as requested; informs and advises the Superintendent and Board of Education on all matters concerning the fiscal status of the District, informing them immediately of any concerns he/she may have in regard to budgetary or other financial items.
- Coordinates all aspects of the District's bond financing and investment programs
- Manages the district's real estate properties, including coordination of all phases of property acquisitions and/or sales
- Responsible for supervision of bond funds and associated modernizations, capital improvements, maintenance and construction projects
- Manages the property and liability insurance program, disaster/emergency preparation and safety program
- Manages the health and welfare benefits for District employees; makes recommendations to the Superintendent regarding District insurance programs
- Develops and maintains contracts, agreements, leases, and other legal documents
- Manages business relationships and communicates with other administrators, District personnel, legal counsel, city officials, financial advisors, facility consultants, architects, and contractors to coordinate activities and programs
- Represents the District at county, area, or state meetings as directed by the Superintendent
- Performs other duties as assigned by the Superintendent
 - Attends all meetings of the Board of Education and serves on the Superintendent's Executive Cabinet

KNOWLEDGE:

- Governmental accounting, budgeting, and purchasing principles and practices; contract management
- Audit and fiscal control procedures
- Applicable federal, state, and local laws, procedures, and policies related to school districts
- Financial Analysis and projection techniques
- California school facilities processes and procedures

ABILITIES AND SKILLS:

- Plan, organize, control and administer District-wide accounting operations and activities including the preparation, development, monitoring, reviewing, processing, analysis, maintenance and adjustment of District budgets, funds, and accounts
- Communicate effectively both orally and in writing
- Interpret, comprehend, apply and explain rules, regulations, policies, procedures and legislation
- Utilize interpersonal skills using tact patience and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques
- Work independently with little direction
- Plan and organize work to meet schedules and timelines

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

ASSISTANT SUPERINTENDENT BUSINESS SERVICES**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.