

ASSISTANT SUPERINTENDENT, BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the Superintendent, plan, organize, control and direct District business functions to assure fiscal solvency and to assure that school sites and departments are allocated appropriate resources to carry out assigned operations; attend Board meetings and participate in deliberations on various matters relating to business, finance, negotiations and legal issues; serve as a member of the Superintendent's Cabinet; provide the Board and Superintendent with information and data to support recommendations and decisions; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct District business functions to assure fiscal solvency and to assure that school sites and departments are allocated appropriate resources to carry out assigned operations; oversee and supervise assigned department functions and personnel; assure departments are in compliance with established District goals and priorities and applicable laws, codes, rules and regulations.

Attend Board meetings and participate in deliberations on various matters relating to business, finance, negotiations and legal issues; serve as a member of the Superintendent's Cabinet.

Provide the Board and Superintendent with information and data to support recommendations and decisions; inform the Board and Superintendent of matters related to long-range planning and necessary policy changes.

Provide leadership in improving operating efficiencies to assist in containing costs without negative impact on the educational programs.

Attend a variety of meetings; chair or serve on assigned committees; present to community groups and at meetings; serve as a member of the Cabinet for meetings with the School Board.

Visit school sites to conduct inspections and to identify and evaluate facilities and other issues.

Review and authorize contracts, purchase orders and personnel-related forms including new hires, transfers, promotions, vacation requests and professional development requests.

Direct and conduct a variety of special projects as required, including security program reorganizations, sale of surplus property planning and negotiations, planning for future District offices and early retirement incentive programs.

Develop, maintain and submit a variety of reports to the Board; provide updates regarding the status of various Business Division issues, major projects and action items; provide analysis, background and rationale for upcoming action items.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for the Business Services Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings and workshops as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable sections of State Education Code and other applicable codes, laws, rules and regulations related to assigned activities.

Federal, State, local, and Board policies.

Modern management, fiscal and business policies, practices, and procedures.

Accounting and auditing principles and practices.

Public speaking techniques.

Contracts and negotiation techniques.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Administer, plan, coordinate and supervise the business services and financial operations established by the Board and State Department of Education.

Direct and participate in the development of policies, procedures and fiscal decisions.

Develop, review and approve the preparation of annual budgets for departments and area school districts.

Interpret and apply provisions of State Education Code and various regulatory agencies.

Assemble and analyze data and make appropriate recommendations.

Supervise and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Education: Master's degree in business or public administration, finance or related field.

Experience: Five years of comprehensive professional administrative experience in school business areas, including at least two years of managerial experience.

Any combination of training and/or experience that would likely provide the required knowledge or abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Walking to conduct inspections.