

Assistant Superintendent, Business Services

Purpose Statement

The job of Assistant Superintendent, Business Services was established for the purpose/s of managing the overall delivery of business services for the District, including financial planning and budgeting, maintenance, operations, transportation, facilities, capital projects involving school construction/modernization, property, and purchasing; providing information and serving as a resource to the Superintendent and others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines. This position has been designated as Senior Management pursuant to Education Code Section 45100.5.

This job reports to the Superintendent.

Essential Functions

- Collaborates with a wide variety of internal and external groups (e.g., department heads, auditors, community organizations, regulatory agencies) for the purpose of implementing program components; creating long and short term plans; and addressing organizational objectives.
- Compiles data from internal and external sources for the purpose of analyzing issues, ensuring compliance with policies and procedures, and/or monitoring program components.
- Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g., plans, proposals, policies, budgets, grant opportunities, procedures, forms) for the purpose of implementing and maintaining services and/or programs.
- Develops internal controls, work processes, and programs for managing the financial operations of the organization for the purpose of ensuring accurate and timely accounting in accordance with regulatory requirements and established guidelines.
- Manages business services and related departments for the purpose of achieving organizational objectives while complying with established requirements.
- Monitors assigned programs and/or department activities for the purpose of ensuring that performance objectives are met within budget and in compliance with established operational practices.
- Participates as a member or facilitator in meetings, workshops and seminars that frequently involve a range of issues (e.g., financial processes, goals attainment, problem resolution, personnel and staffing) for the purpose of conveying and/or gathering information required to perform functions.
- Performs a wide variety of personnel functions (e.g., recruiting, interviewing, evaluating, supervising, providing leadership) for the purpose of maintaining adequate staffing, enhancing personnel productivity and achieving objectives within budget.
- Presents information on a wide variety of topics (e.g., District's budget, various agreements and contracts, various district functions, reports) for the purpose of conveying information, gaining feedback and/or making recommendations regarding district services.
- Recommends solutions to a wide variety of complex issues for the purpose of addressing the business and financial needs of the District.
- Researches a wide variety of financial and business resource topics (e.g., policies, public accounting practices, guidelines and regulations) for the purpose of ensuring compliance with regulatory requirements and established guidelines, securing information for planning, and/or responding to requests.

- Responds to a wide variety of inquiries from internal and external sources for the purpose of identifying relevant issues and recommending or implementing action plans.
- Serves as Chief Business Office for the District (e.g., financial planning and budgeting, developing plans for financing all aspects of the District's programs) for the purpose of ensuring that the performance objectives are met within budget and in compliance with established operating practices.
- Supports the Superintendent, Board, and department administrators for the purpose of developing and implementing services and programs and achieving operational goals.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; budget management and public sector accounting; current trends and practices of school accounting systems; education code; federal and state grants management; and school district audit procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

- Experience Job related experience within specialized field with increasing levels of responsibility is required.
- Education Bachelors degree in job related area.

Equivalency Any combination of education and experience that could likely provide the desired skills, knowledge, abilities and other personal characteristics is required.

Required Testing

None Specified

Certificates

Valid, Class C, California driver's license and use of a private vehicle
CBO Certification from CASBO or equivalent certification from a professional organization is desirable

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

3/01/08, 5/17/18

Salary Range