

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: ASSISTANT SUPERINTENDENT, BUSINESS SERVICES

BASIC FUNCTION:

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, payroll and benefits, information technology, child nutrition services, 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

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 DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Advanced math.

Analyze situations to define issues and draw conclusions.

Budget management and public sector accounting.

California Education Code.

Compose a variety of documents

Current trends and practices of school accounting systems.

Facilitate group discussions.

Federal and state grants management.

Pertinent codes, policies, regulations and/or laws.

Read technical information.

School district audit procedures.

ABILITY TO:

Adapt to changing work priorities.

Analyze data utilizing defined but different processes.

Consider a wide variety of factors when using equipment.

Deal with frequent and sustained interruptions.

Develop and maintain positive working relationships.

Facilitate communication between persons with divergent positions.

Implement change.

Independent problem solving to analyze issued and create action plans.

Maintain confidentiality, meeting deadlines and schedules.

Operate equipment using a variety of standardized methods.

Problem solving with data requires analysis based on organizational objectives.

Problem solving with equipment is significant.

Provide direction and leadership.

Routinely gather, collate, and or classify data.

Schedule a number of activities, meetings and/or events.

Set priorities.

Utilize a variety of job-related equipment.

Work independently, or with others in a wide variety of circumstances.

Work with a significant diversity of individuals and/or groups.

Work with data of varied types and/or purposes.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in a job-related area and job-related experience within specialized field with increasing levels of responsibility that could likely provide the desired skills, knowledge, and abilities and other personal characteristics is required.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the district's job-related proficiency test.

Valid California Class C Driver's License and evidence of insurability.

CBO Certification from CASBO or equivalent certification from a professional organization is desirable

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

HAZARDS:

Traffic hazards.

FLSA Status

Exempt

Approval Date

3/01/08, 09/19/19