



For the future of every student

CLASSIFICATION TITLE: ASSISTANT SUPERINTENDENT, BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the superintendent, this position is responsible for managing, directing and intergrading broad, comprehensive business and financial services for the District, directing the activities of department heads responsible for developing District policies, procedures, defining goals and objectives, establishing priorities, and training and reviewing the work of subordinates in their respective departments. The Business Services division includes Finance/Budget, Payroll/Accounting, Purchasing, Risk Management/Insurance, Facilities/Maintenance and Operations, Warehouse, Transportation, Graphics, and Food & Nutrition Services. The position also co-manages the Technology department along with the Assistant Superintendent of Educational Services. The incumbent serves as a member of the Superintendent's senior staff and cabinet.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, direct, and administer the activities of the Business Services Division including fiscal, budget, central services, technology, risk management and equipment maintenance; recommend and administer policies and procedures.

Develop long- and short-range financial plans and budgets; develop asset management programs and oversee the development of long- and short-range facilities master plans.

Plan, organize, control, coordinate, and direct the staff in all the functions encompassed by the Business Services Division.

Provide advice and counsel to the Superintendent, Board of Education, and others on all matters relating to business services within the district.

Provide support to school sites on business and finance issues, and the operations of schools.

Direct the development of Board policies related to the District's financial and business functions.

Determine need, evaluate and secure District financing when applicable, working directly with legal counsel, bond rating agencies, the District paid professional financial advisor, leasing companies, and banks.

Prepare reports and recommendations for the Superintendent and Board of Education, including comprehensive financial data covering all aspects of school finances.

Prepare and administer the District budget and ancillary State and Federal financial reports.

Monitor and review existing and proposed laws and legislation relating to school finance and other business functions.

Serve as the co-chief Negotiator for the District's Negotiation Teams. Serve as member of the Board for both VCSSFA and the Gold Coast Trust to assure proper administration and control of workers'

compensation, liability and property insurance and health and welfare issues for County schools;

Work closely with legislators, State officials, local and federal government officials, and citizen committees to influence the revision and/or adoption of laws, which promote the best interest of education and the school district.

Represent the Business Services Division/the Board of Education to other District departments, elected officials, and outside agencies; explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.

Serve in a Board and/or committee capacity on a variety of partner agencies related to, energy management and other issues; participate in policy development and other administrative issues related to these assignments;

Make a variety of complex and detailed presentations to a wide spectrum of audiences, including but not limited to, the Board of Education, City, County and State agencies, the public, and district employees and departments.

Act as one of the District's designated officials for disciplinary proceedings/ hearings.

Serve as the Superintendent in the Superintendent's absence.

OTHER DUTIES:

Perform other duties as assigned by the Superintendent.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and procedures of accounting, auditing, and finance.

Advanced principles and procedures used in budget preparation, administration, and control.

Principles of financial analysis and research procedures.

Fundamentals of school finance.

Provisions of federal, State and local laws, codes, and regulations including laws and regulations applying to school district financial and business operations.

Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern and complex principles and practices of program development and administration.

Principles and practices of management and supervision, including planning, organizing, assigning and reviewing work, performance appraisal and discipline, and employee selection and development.

ABILITY TO:

Provide administrative and professional leadership and direction for the Business Services Department.

Develop, implement, and administer goals, objectives, and procedures that provide effective and efficient fiscal services.

Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel.

Delegate authority and responsibility.

Select, supervise, train, and evaluate departmental management staff.

Prepare and administer large and complex budgets.

Interpret and apply budgeting, accounting, and fiscal procedures, policies, and regulations.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Prepare clear and concise reports.

Interpret and apply federal, State, and local policies, procedures, laws, and regulations.
Analyze accounting data and prepare financial statements and reports.
Communicate effectively both oral and written forms.
Establish and maintain effective work relationships with others.
Maintain consistent and regular attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: bachelor's degree in accounting or related field and five years of school business administration experience, comparable government or private sector experience, and/or administrative accounting experience involving the review, analysis, maintenance and adjustment of various budgets, funds and accounts.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

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