

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Associate Superintendent for Business Services

**DEPARTMENT:** Business Services

**POSITION SUMMARY:** The Associate Superintendent for Business Services shall serve as the chief business official and line officer for all areas of business services. Under the direction of the Superintendent, provides leadership and supervision in facilities development, financial services, materials management, maintenance, operations, risk management, transportation, and food services.

### **ESSENTIAL FUNCTIONS:**

1. Plans, organizes, directs and coordinates the district program for business services functions including accounting and information management, facilities and asset management, human resource and relationship management, leadership and change management, educational resource management, and auxiliary and support services management.
2. Responsible for management of financial accounting, attendance accounting, auditing, expenditure management, salary administration, and manual and automated data management.
3. Responsible for adequate fiscal planning, standards and control, and for adequate reporting in each of the functional areas of business services.
4. Prepares reports and information for the Superintendent and the school board as required by county, state, and federal agencies.
5. Supervises the construction, maintenance, and repair of school buildings and facilities, also the energy management, facilities planning and management, operations and custodial, plant security and property protection and management for the district.
6. Works closely with the Assistant Superintendent for Human Resources, the Assistant Superintendent for Educational Services, Principals, Directors, Supervisors, and other personnel.
7. Assists in the interview and selection of classified personnel when appropriate.
8. Participates as a member of the district negotiating teams as assigned by the Superintendent.
9. Assists the Superintendent in preparation of long range planning for delivery and support of educational curriculum development.
10. Applies critical thinking skills and awareness of current political, legislative, and financial issues to facilitate district problem solving and decision-making.
11. Works closely with the Superintendent in all Board meetings, representing business services.
12. Collects and analyzes data to understand and improve business support systems and facilitate organizational development interventions.

- Develops staff development for classified staff to improve services in support of student learning.
13. Develops studies and surveys as directed by the Superintendent and assists the Superintendent in any assigned administrative function.
  14. Responsible for the procurement, storage, distribution, and maintenance of equipment, materials, and supplies.
  15. Establishes systems of property inventory and control and prepares and supervises the maintenance of pertinent records, accounts, and reports.
  16. Executes business contracts as authorized and entered into by the school board.
  17. Maintains professional liaison with local and non-local firms who may be prospective vendors or suppliers of services.
  18. Applies managerial and leadership techniques to evaluate and improve support services. These techniques include, but are not limited to, budget processes and management, cost accounting, and economic analysis.
  19. Supervises management of financial issues, funding issues, investment and cash management, purchasing and supplies management, and special education resources and expenditures.
  20. Plans, organizes, directs, and supervises the administrative systems for transportation, food services, building maintenance, inventory management, litigation, payroll management, risk management, security, and accounting.
  21. Implements decisions of the board regarding all types of insurance and risk management.
  22. Assists district administrators in planning and facilitating programs deemed advisable for greater safety and health of pupils.
  23. Perform any and all duties as assigned by the Superintendent.

#### **OTHER RESPONSIBILITIES**

1. Acts as Superintendent in the absence of the District Superintendent.
2. Performs any and all reasonable duties assigned by the Superintendent.
3. May train and delegate duties to lower-level department personnel.
4. Perform related duties as assigned.

**EDUCATION:** Bachelor's Degree with a major in Accounting, Business or Public Administration, or a closely related field; Certification in Public Accounting or Masters of Business Administration; Doctorate in Educational Leadership desired; minimum of five years of successful experience in educational leadership required. Possession of an appropriate California driver's license; insurable.

**SKILLS AND QUALIFICATIONS:** Knowledge of all school district support functions with particular emphasis in school finance; ability to facilitate large groups and coordinate group decisions; knowledge of organizational development interventions and improvement strategies; knowledge of data collection, analysis, and data-based decision making and statistical process

control; knowledge of computerized records management analysis and forecasting; ability to plan and carry out work programs without supervision; ability to analyze problems, including the implementation of effective solutions; ability to write, speak, and work effectively with individuals and groups; ability to maintain cooperative working relationships with those contacted in the course of work (consultants and professional experts as well as all levels of district staff); provide and carry out oral and written directions in English, read and speak at a level sufficient to fulfill the duties described; ability to communicate in Spanish desirable; generate computer spreadsheets as a management tool.

**PHYSICAL REQUIREMENTS:** Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Work on computers for extended periods of time.
5. Lift and carry up to 25 lbs. at shoulder height for short distances.

**WORK ENVIRONMENT:** Employees in this position will be required to work indoors and outdoors in various conditions during the course of the required schedule. Exposure to noise, dust, and fume levels will vary according to equipment and projects. As required, must wear protective devices such as hard hat, closed toe shoes, earplugs, dust mask, and safety glasses.

**SALARY:** Leadership Management Daily Range 63

**DAYS OF SERVICE: 225**

**BOARD APPROVED: 9.12.06**

Revised: 07/2016 (range only)