

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: ASSISTANT SUPERINTENDENT, BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the Superintendent, plan, organize and direct the overall business and support services functions and activities of the District including the risk management and health benefits programs, food services, information technology, reprographics, transportation, maintenance, operations, facilities, and construction; assure the efficiency, proper budgeting and fiscal stability of business and support services in support of the educational policies and programs of the District. Serve as chief fiscal advisor to the superintendent.

REPRESENTATIVE DUTIES:

1. Forecast and plan long and short range revenue and expenditures.
2. Develop initial budget recommendations including estimates of income and analysis of expenditures; recommend budget guidelines and unit budgets; revise and prepare final budget in accordance with Board policies.
3. Review, analyze and administer adopted budget; recommend changes in allocations and prepare regular and special budget reports, comply with all state and federal fiscal reporting requirements.
4. Conduct long range fiscal planning regarding operations, building and capital outlays.
5. Provide direction to accounting, payroll, purchasing, fiscal reporting activities, warehouse and stores, maintenance, grounds, pupil transportation, custodial services, food service and data processing; administer the risk management and health benefits program.
6. Select, train, supervise and evaluate assigned staff; assist staff in developing new and improved procedures and methods.
7. Provide information and assistance to administrative staff regarding budget and other needs; develop and implement computer interfacing for all District functions.
8. Analyze current State and federal legislation affecting schools; recommend comment or action from the Board as appropriate.
9. Represent the District as directed or required.
10. Recommend new or revised methods to better utilize the human and financial resources for all divisions and departments.
11. Assist the District in the collective bargaining process.
12. Monitor and review a variety of records, reports and files.
13. Perform other related duties as assigned.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of administration, supervision and training
Principles of accounting, financial record-keeping and purchasing, preparation and management of budget reports required through the year
School district, local governmental and community organization
Aims and objectives of public education
District organization, operations, policies and objectives
Oral and written communications skills
Applicable sections of State Education Code and other applicable laws
Technical aspects of field of specialty
Interpersonal skills using tact, patience and courtesy

ABILITY TO:

Project, analyze, prepare and administer budgets
Analyze procedures, programs and unit costs
Communicate effectively with elected officials, administrators, educators, classified employees and the public
Work cooperatively with others
Work independently with little direction
Establish and maintain effective working relationships with others
Analyze situations accurately and adopt an effective course of action
Meet schedules and time lines
Train and supervise personnel
Work confidentially with discretion
Communicate effectively both orally and in writing
Work effectively with employee bargaining units and their representatives

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a bachelor's degree in business administration, public administration or related field and five years of responsible professional management experience including work in budgeting and administrative analysis and including at least two years of experience in a school district accounting position.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

Typical office environment; subject to driving to a variety of locations to conduct work

CLASSIFICATION

This position is a classified senior management position. This position is a contract classified personnel position.

SALARY RANGE

Classified Management Salary Schedule Range I

Approved by Personnel Commission: July 28, 2004

Approved by Board of Education: July 29, 2004