



Assistant Superintendent, Business Services

DEFINITION

Under general direction of the Superintendent, is responsible for the administration of the budget, fiscal planning, purchasing, warehousing, transportation, accounting, food services, attendance accounting, facilities, and the building program of the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assumes responsibility for budget development, control, and long-range financial planning.
- Develops and administers a program for purchasing contract service, supplies and equipment.
- Develops a facility expansion and maintenance program and supervises plant construction.
- Administers, through the food services supervisor, the food services department and the school lunch program.
- Establishes and supervises a program of accounting and reporting for the financial affairs of the District.
- Manages the District's real estate and insurance programs.
- Supervises the development of required financial reports as required for all funds.
- Consults with the Superintendent and other personnel on questions relating to the District's business affairs.
- Prepares and submits to the Board of Education, reports and other documents as required.
- Oversees the Information Technology Department.

QUALIFICATIONS GUIDE EDUCATION:

Degree in education, business management, or accounting

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to walk and access all areas of district/site facilities.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

EXPERIENCE:

Minimum of five years of experience in the field of education, business management, or accounting, including at least three years of experience in a supervisory capacity. The Assistant Superintendent of Business needs to be familiar with the new accounting requirements for K-12 public education in the State of California.

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