

Oak Grove School District

JOB TITLE: Deputy Superintendent

SALARY RANGE:

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To provide overall supervision and administration of District business operations and to serve as chief executive officer of the District in the absence of the Superintendent. The employee in this classification receives direction from the Superintendent within a broad framework of overall objectives and directives. The employee in this classification directs, oversees, supervises, and evaluates the work of others. This job class is responsible for providing general leadership and support to the schools, support operations and administrative staff. As a member of the District Executive Team, the Deputy Superintendent works in cooperation with other members of the team in the formulation and implementation of District policies. This job class requires a high degree of professional knowledge, strong administrative and communication skills, as well as the ability to effectively apply problem-solving and decision-making skills to a variety of situations.

To develop, administer, and manage the District budget; present financial reports; coordinates and provides overall direction to the financial and support services operations, including the accounting, payroll, purchasing, warehousing, facilities, maintenance, custodial, grounds, information systems, food service and transportation departments. This job class exercises responsibility for providing regular reports to the administration and Board regarding current financial/budget status, student enrollment and school boundaries status and issues, and analysis of future District needs in the financial, student enrollment and support services areas.

TYPICAL DUTIES

- Serves as chief executive officer in the absence of the Superintendent, serves as a member of the Superintendent's Executive Team
- Directs and oversees the preparation of reports as required by the Superintendent, the Board or other authorized officials or agencies
- Develops and interprets District policies and administrative regulations associated with assigned responsibilities
- Assures appropriate communication within the Business Services Division and between the Division and other school/district personnel
- Attends and participates in Board meetings and other meetings as requested by the Superintendent; acts for the Superintendent at meetings as assigned by the Superintendent
- Provides leadership within the Superintendent's staff and management team; coordinating resources and management of information
- Assists the Superintendent with evaluation of the management team
- Administers and supervises the preparation and dissemination of District financial information including budget reviews, analysis and forecasts of future income and expenditures.
- Directs the preparation of the annual budget including all details of projected income and expenditures
- Establishes and monitors processes to assure continuous budget control; plans and directs a process for continuous internal and external auditing of District financial records
- Represents the District as appropriate in all contract negotiations and provides general financial oversight for all District operations
- Oversees District facilities, maintenance, custodial and transportation operations, including new facilities construction, implementation of the District facilities modernization program, construction and maintenance of district buildings and infrastructure, development and maintenance of grounds, cleaning of district

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facilities, transportation of pupils to and from schools and on special trips, maintenance of school buses and other vehicles, provision of garbage collection services

TYPICAL DUTIES (continued)

- Oversees the District purchasing and warehouse operations, including the development and administration of policies, administrative regulations and operating procedures, development of bid specifications, letting and awarding bids, issuance of purchase orders and contracts/agreements for provision of goods or services, ordering, stocking and issuing equipment and materials for school and department use, delivery of goods to and between school/district sites, intra-district and public mail services, records storage and retention functions, maintenance of warehouse and capital equipment inventory
- Oversees the District food service program, including provisions for serving breakfasts, lunches and catered activities; ensures compliance as appropriate with the National School Lunch Program and other federal, state and local requirements relating to the program
- Negotiates and enters into agreements, and administers agreements with contract management firms providing management consulting and advisory functions to the District in Business Services Division areas
- Oversees preparation and issuance of payroll warrants and calculation and payment of related benefits; provides receipt of revenue to the District from all sources and proper accounting distribution of same; provides for processing and payment of all expenditures, including vendor payments
- Serves as a source of information to schools for local school accounting functions
- Assures that all accounting procedures are appropriate and comply with the laws of the state and applicable requirements of the Santa Clara County Office of Education
- Supervises and evaluates the work and effectiveness of subordinate District management staff; oversees the selection, training, and evaluation of employees in the Business Service Division
- Provides advice and counsel to the Superintendent, Board and others on all matters relating to the functions of the Business Services Division of the District; identifies policy needs related to business operations; provides leadership in formulating financial policy and/or procedural recommendations
- Monitors and reviews existing and proposed laws and legislation related to school finance and other business and support functions; works closely with individuals and agencies to influence the revision and/or adoption of laws which promote the best interests of education and the school district
- Monitors student enrollment, provides for the preparation and submittal of student enrollment reports; provides periodic updates to the Superintendent and Board of Trustees regarding enrollment, demographics and school boundaries; recommends school boundaries changes when needed
- Monitors the need for parcel tax, Gann and bond elections; recommends elections as needed; coordinates and oversees the conduct of elections for which the school district is responsible
- Maintains mandated cost records and files annual report
- Keeps currently informed, interprets and assures compliance with laws, rules, regulations, and interpretations of law regarding District entitlement to federal, state and local moneys; prepares federal, state and local reports as may be required
- Provides for the distribution and use of electronic data processing and information systems in performing business and support functions and in the management of information throughout the District
- Monitors residential and commercial real estate development within the District, ensures collection of developer fees and/or negotiates school impact mitigation agreements as appropriate
- Provides for appropriate levels of insurance and the risk management function within the district; oversees the district's safety and environmental issues activities; oversees the District investment program
- Provides for the installation, maintenance and management of the district's telephone and other communications systems
- Represents the District as appropriate on joint powers authority governing boards and in professional associations

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- Performs other duties as required

MINIMUM QUALIFICATIONS

- Knowledge of generally accepted accounting principles, practices, and procedures
- Knowledge of governmental accounting and auditing procedures, requirements, standards and regulations
- Knowledge of modern business office methods and procedures, including use of computers and related equipment
- Knowledge of forecasting and budget projection methods
- Knowledge of payroll and purchasing/warehousing methods, procedures and practices
- Knowledge of federal, state, and strict laws, regulations, and policies related to basic school district operations and specifically to accounting and business office practices
- Knowledge of budget preparation and administration, facilities, maintenance and operations, food service, transportation and other support operations
- Knowledge of proper management and supervisory techniques and practices
- Knowledge of program planning, development and evaluation methods, techniques and practices
- Knowledge and ability to apply enrollment projection methodologies
- Skill to maintain, analyze, and interpret a variety of complex data and to prepare necessary reports
- Skill to interpret, apply and enforce federal, state, and district laws, regulations and guidelines
- Skill to identify problem areas or situations, secure relevant information by relating data from different sources and make appropriate decisions based on logical assumption and sound reasoning
- Skill to plan, organize, implement, and coordinate programs and activities according to established goals and objectives and to direct, coordinate, supervise, and evaluate the work of others
- Skill to communicate effectively in both written and oral forms
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties and to motivate others in the common accomplishment of stated goals and procedures
- Ability to understand and oversee the use of electronic data processing and information systems in performing business functions and the management of information throughout the district
- Significant physical abilities include sitting for prolonged periods, reaching, handling, fingering, talking, hearing conversations, near visual acuity, visual accommodation