

**PLEASANTON UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Deputy Superintendent and Chief Business Official

CLASSIFICATION: Classified or Certificated

REPORTS TO: Superintendent

DESCRIPTION:

Providing leadership and management responsibility for all business service operations of the District, including planning, fiscal services and management, enrollment and growth demographics, facilities, risk management, technology services, data processing, maintenance and operations, food services, purchasing, transportation, warehousing, graphics, child care services,

PERFORMANCE RESPONSIBILITIES:

- Serving as the chief officer of the district in the absence or incapacity of the Superintendent.
- Assuming designated responsibilities across division lines at the direction of the Superintendent.
- Providing leadership in developing business services that will support the educational program of the district.
- Developing, evaluating, and recommending to the Superintendent policies and regulations governing the operation of all business services.
- Providing leadership for a positive financial management control operation, establishing a sound basis for professional management of all income and expenditures of the district.
- Supervising the preparing and submitting of all reports required for reimbursement to the District of monies from appropriate federal, state, and local government agencies.
- Providing direction and supervision over the development and monitoring of the District's budget.
- Providing direction and supervision over the District's accounting and payroll functions.
- Directing and supervising the District's data processing and technology operations.
- Directing and supervising the District's facilities and planning operations including enrollment/growth projections and staffing allocations.
- Directing and supervising the District's purchasing, warehousing, inventory control, and duplicating operations.
- Directing and supervising the District's risk management procedures.

- Directing and supervising the District's transportation, maintenance and operations, food services, and energy control functions.
- Directing and supervising school construction and expansion programs.
- Collaborating with Human Resources on matters related to performance involving employees in the business department.
- Collaborating with Educational Services on program development in order to implement the District's Strategic Plan.
- Overseeing the classification, storage, and destruction of district records.
- Serving as a member of the Superintendent's cabinet.
- Assisting in selecting, orientating, supervising, and evaluating personnel.
- Establishing and maintaining cooperative relationships with those contracted during the course of work.

QUALIFICATIONS:

Knowledge of:

Management, budgeting and contracts administration principles and practices; effective supervision techniques; problem solving processes and techniques; demographics and school planning, including school construction; purchasing and warehousing principals; data processing operations applicable to business division needs; public finance and investment strategies; basic school accounting and financial management principles.

Ability to:

Give complex oral and written directions in English; compose clear, complete and concise correspondence and reports.

Training and Experience:

Minimum of five years experience in business division level administrative position.

Education/Credential:

Minimum requirement of administrative services credential or any combination of training / education and experience equivalent to a graduate degree from an accredited college or university with emphasis in business administration.

TERMS OF EMPLOYMENT: 220 days