

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: EXECUTIVE DIRECTOR, BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Business Services, develops and monitors the District's Annual Budget and performs a variety of managerial duties, including forecasting financial commitments, fiscal management, contracts, and auditing related to the District's financial accounting, purchasing, warehousing, and delivery services. Provides leadership and assumes management responsibility including evaluation of assigned accounting, clerical, purchasing and warehouse personnel. Provides advice and assistance to the Assistant Superintendent, Business Services, school principals and other management personnel regarding the District's fiscal, purchasing, warehousing, and delivery policies and procedures.

ESSENTIAL DUTIES:

Develops and monitors the District's Annual Budget; plans, organizes, and directs the accounting activities required for receipt and disbursement of funds; internal auditing and allied fiscal services; purchasing; warehousing and delivery.

Provides technical assistance and expertise to the Assistant Superintendent, Business Services concerning policies, legislation, and regulations governing the operation of all business services functions, needs, and issues; assists in the formulation and development of policies, procedures, internal controls, and programs.

Selects, coordinates, and directs subordinates, and recommends appropriate staffing levels. Supervises and evaluates the performance of assigned staff; initiates and/or reviews recommended disciplinary actions as appropriate. Conducts staff meetings and/or workshops in keeping assigned personnel informed regarding any changes in policies or procedures.

Supervises the medical, dental, life and optical programs for the District; works with insurance administrators to assure efficient processing of medical, dental, life and optical insurance offerings; reconciles payments and employee contributions for medical coverage.

Compiles program costs and data in the development of the District's budget and report preparation. Reviews budget data with and for the benefit of administrative personnel, the Board of Trustees, and the general public. Manages the District's operating budget ensuring accuracy and timeliness of expenditure and budget reporting.

Reviews and monitors the maintenance of physical inventory records.

Develops and utilizes uniform accounting procedures in accordance with established accounting principles; assures that accounting personnel are well-versed in established rules and procedures.

Assists in the monitoring of the Workers' Compensation Program for the District including working with the District's JPA administrators for liability and Workers' Compensation to review the status of outstanding claims and ensure compliance with appropriate rules and regulations.

Is responsible for the maintenance of District financial records; conducting financial, statistical and analytical studies, as well as preparation, accuracy and timely submission of various Federal, State, and County financial reports.

Prepares agenda items, resolutions, and special reports for the Board of Trustees for the business departments, attending meetings to present background, develop recommendations, render advice, and receive direction.

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Coordinates and manages the District's centralized purchasing operation; including the direct purchase, receipt, warehousing and delivery of supplies, equipment, materials, and contracted services.

Develops and implements departmental procedures, contract management instructions, forms, and regulations to assure efficient and effective purchasing and warehousing practices. Assures compliance with appropriate laws, codes, rules, and regulations governing the procurement of goods and services for the District, and provides for the establishment and maintenance of appropriate records and audit trails.

Attends management and school board meetings; and provides both oral and written reports, as directed.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

- Supervision: (1) Reports to and receives direction from the Assistant Superintendent, Business Services.
- (2) Directly or indirectly supervises assigned personnel in such classifications as Business Services Supervisor, Assistant Accounting Supervisor, Buyer, Payroll Technician, Intermediate Account Clerk, Account Clerk, Warehouse Manager, Stock-Clerk/Delivery Worker, and/or other clerical personnel.
- Internal Contacts: Continuing contact with the Business Services personnel, members of the Board of Trustees, school and district-level administrators, and other district personnel. Is a member of the District's Management Team.
- External Contacts: Continuing contact with vendors, representatives, and employees of the Orange County Department of Education, the State Department of Education, School Services of California, the auditing firm employed by the District, as well as other school districts and agencies.

QUALIFICATIONS:

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.

KNOWLEDGE OF:

Principles, practices, and methods of modern public administration and business management.

Objectives and operating techniques of a school district.

Principles and established practices for accounting, budgeting, and purchasing in a public school district.

Modern electronic data processing for use as business management tools; operation of a computer terminal.

Budget preparation and position control.

Accounting and auditing principles, practices, and procedures.

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Financial, statistical, fiscal record-keeping principles and practices.

Preparation of comprehensive accounting reports.

Business and contract law.

Principles, practices, and procedures used in purchasing operations; including bidding procedures and negotiation techniques.

Solicitation and processing of formal and informal bids and legal requirements for public school contracts.

Principles of warehousing, material handling, receiving, distribution, and inventory control.

Materials, supplies, equipment, and services normally required in the operation of a school district.

Principles and practices of administration, supervision, and training.

ABILITY TO:

Prepare clear and accurate records and reports.

Effectively communicate both orally and in writing.

Use interpersonal skills with tact, patience, and courtesy.

Organize, coordinate, and manage the District's purchasing, warehousing, budget, accounting, and payroll functions.

Analyze and interpret policies, rules, procedures, and laws affecting school district budgets, fiscal and purchasing operations, and assure compliance therewith.

Select, train, supervise, evaluate, and direct the activities of subordinate staff.

Perform technical and complex accounting work in the preparation, maintenance, and review of a school district budget, financial records, accounts, and reports.

Analyze bid documents, and prepare recommendations.

Review, evaluate, and approve purchasing-related documents.

Communicate effectively with District personnel, vendors, and outside agencies relative to purchasing, warehousing, and delivery of supplies and equipment.

Prepare written agreements; including the description of conditions, services, and stipulations appropriate for inclusion in contracts.

Analyze situations accurately, and adopt a course of action.

Prepare and deliver oral presentations.

Operate a variety of office equipment and machines; including a calculator, computer, computer printer, and copier. Develop, revise, and implement departmental policies and procedures.

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Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Meet schedules and time-lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a bachelor's degree from an accredited four-year college or university with a major in accounting, business administration, or a related field and five years of increasingly responsible professional accounting, budgeting, and administrative experience of which a minimum of two years must have been at a supervisory level.

Additional course work and/or practical experience in purchasing policies and practices, warehousing methods, and inventory control are desirable.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; and talk or hear. The employee frequently is required to stand; walk; stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 25 pounds.

WORKING CONDITIONS:

A primarily indoor office environment, with some outdoor functions required on occasion; driving to various sites to attend meetings and make presentations.

PREPARED BY:	Classified Personnel Department Revised	DATE: 1/97 DATE: August, 2015
APPROVED BY:	Board of Trustees	DATE: 7/19/90
APPROVED BY:	Personnel Commission Revised	DATE: 7/24/90 DATE: August, 2015