



## Job Description

**Position Code:** 147  
**Classified:** Supervisors Unit  
**Salary Range:** A-36  
**Work Days:** 261  
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**POSITION TITLE:** Business Operations Supervisor,  
Facilities, Maintenance & Transportation

**DEFINITION:** Under general direction, supervise and coordinate business operations and processes for the Facilities, Maintenance and Transportation departments, including, but not limited to, accounting, budget, public-works purchasing, use of facilities and cell tower revenues; ensure all support functions are handled promptly, accurately and appropriately; assign, schedule and oversee work of staff; identify and resolve problems and monitor team performance.

**DIRECTLY RESPONSIBLE TO:** Senior Director, Facilities, Maintenance & Transportation

**SUPERVISION OVER:** Classified employees as assigned

**DUTIES AND RESPONSIBILITIES (Any one position may not include all of the duties listed):**

1. Plan, organize and supervise the general business functions of the Facilities, Maintenance and Transportation departments.
2. Prepare and maintain records and reports to ensure compliance with standards, applicable laws and district procedures.
3. Implement appropriate accounting/budget procedures; reconcile and verify accuracy of revenues and expenditures.
4. Responsible for cash flow management to ensure there are sufficient funds available prior to the commencement of projects, contracts or purchase orders.
5. Assist project managers and other key personnel with review and analysis of contracts, bidding procedures and facilities-related (public works) purchases in compliance with public contracting requirements.
6. Coordinate Bond accounting and capital improvement budgets; prepare periodic and special statistical and comparative analyses.
7. Prepare financial reports as assigned and/or required for district staff, district consultants, the board of education and the public, including the Citizens' Oversight Committee; work with and provide information to independent auditors for the annual audit of financial records.
8. Process construction progress payments and monitor for any claims, stop notices, retention payments, back charges and/or liquidated damage charges; review and approve vendor payments.
9. Analyze fiscal transactions to ensure that expenditures are properly charged and do not exceed available funds; monitor budgets on a monthly basis for irregularities and prepare budget revisions as required; work with Accounting, Budget and other departments to reconcile anomalies and ensure accuracy of financial statements and reports.
10. Collaborate with key personnel to establish sound fiscal and project monitoring processes that promote transparency and good business contracts and practices.
11. Prepare year-end balance reports on projects and/or accounts; maintain spreadsheets across fiscal years on assigned projects; prepares annual budget by projecting salaries, benefits, equipment replacement and income from funding sources and reimbursements; compose letters and memos; develop and modify procedures for recording all financial activity of the

units; utilizes internal and external financial software to record and track financial transactions; attend meetings; perform related duties as assigned.

12. Review use-of-facilities requests; approve and process requests that comply with use-of-facilities rules and regulations.

## **QUALIFICATIONS:**

### Education and Experience:

Any combination of education and experience which demonstrates the ability to perform the duties of the position; must have current or previous experience in accounting, finance, business administration or a closely related field and three years of professional experience in accounting, budgeting and/or financial management or a closely related field.

### Licenses and Certifications:

Possession of, or willingness and ability to obtain, a valid California Driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving equipment/vehicle requiring a license; use of personal automobile may be required.

### Knowledge, Skills and Abilities:

- Knowledge of accounting and budgeting principles, procedures and terminology and their application to a variety of accounting and budgeting transactions and problems
- Knowledge of general office practices and procedures
- Knowledge of cash management and fiscal solvency concepts and practices
- Knowledge of public works purchasing laws, rules and regulations
- Knowledge of principals of supervision and ability to analyze complex problems, prescribe and formulate remedial policies, procedures and/or programs
- Ability to read, interpret and apply state, federal and district regulations
- Ability to analyze and interpret fiscal data, draw logical conclusions and prepare clear and concise reports
- Ability to direct, coordinate and supervise the work of subordinate employees
- Ability to use computerized accounting/budgeting systems and/or software
- Ability to perform a variety of difficult accounting/budget work requiring the exercise of judgment in applying policies and regulations pertinent to the program
- Ability to establish and maintain effective working relationships with administrators, staff and the public
- Ability to establish and maintain complex financial records
- Ability to demonstrate proficiency in the use of microcomputers, including electronic spreadsheet and database programs/software
- Ability to maintain confidentiality of sensitive and privileged information
- Ability to maintain consistent, punctual and regular attendance
- Ability to meet schedules and timelines
- Ability to work independently with little direction

## **WORKING CONDITIONS:**

### Work Environment:

Indoor office environment; outdoor areas; moderate noise; continuous contact with staff; drive a vehicle to conduct work.

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone
  
- Move about facilities to conduct work, including remaining in a stationary or seated position for long periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination
- Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions

Other Characteristics:

- Willing to work flexible hours when needed; willing to travel locally and to attend evening meetings

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Adopted: 11/15/2017