TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Chief Business Officer
DEPARTMENT: Central Office **CLASSIFICATION: Certificated or Classified Management**

DESCRIPTION OF POSITION

Under professional direction of the Superintendent, to serve as the District's chief business officer; to organize, manage, and direct the department of Business Services; to serve as the administrative head of the department of Fiscal Operations; to plan, organize, coordinate, and manage the finance, budgeting, auditing, and financial planning requirements of the District; to oversee the departments of Food Services, Purchasing, Warehouse, Maintenance, Custodial, Grounds, and Transportation; to serve as the District's facilities planner ; and to do other related functions as directed.

REPRESENTATIVE DUTIES

- Serves as an advisor to the Superintendent and District personnel pertaining to the various aspects of budgeting, auditing, fiscal planning, and non-instructional operations.
- Provides leadership and expertise in assessing, identifying, formulating, and implementing the District fiscal goals and objectives.
- Plans, organizes, directs, monitors, and evaluates the District's business services and non-instructional operations.
- Provides leadership, support, and guidance to staff, District personnel, and members of the educational community to effect thorough and complete communication relative to the business operations of the District.
- Coordinates the fiscal program of the District with the instructional program.
- Coordinates and directs the finance, budgeting, and auditing, of all funds of the District.
- Provides fiscal oversight for all student body funds.
- Supervises attendance accounting and reporting according to County, State, and Federal requirements.
- Reviews, audits, observes, monitors, counsels, assists, and evaluates the performance of management and support personnel responsible for the various non-instructional service units, and administrators as assigned by the Superintendent.
- Secures and maintains adequate insurance and fidelity bonds as required by law.
- Directs the maintenance of inventory control of fixed assets, buildings, equipment, and the like.
- Serves as a resource in the areas of finance and budgeting in collective bargaining with employee organizations.
- Supervises the management of, and has the ultimate responsibility for, the departments of Food Services, Purchasing, Warehouse, Maintenance, Custodial and Grounds, and Transportation
- Serves as the District representative in all legal venues pertaining to District financial matters.
- Plans, develops, and conducts public and community relations programs pertaining to non-instructional program functions and activities.
- Performs other tasks and assumes such other responsibilities as the Superintendent may assign or delegate.

ADDITIONAL JOB FUNCTIONS

- Confers with the Superintendent regarding the selection, assignment, and transfer of principals, staff members within the areas of supervision, and other administrative personnel.
- Attends job-related meetings, School Board meetings, and other activities as specified by the Superintendent or the Board of Education.
- Assists in feasibility planning in determining procedures and guidelines that effectively resolve conflicts and assist in coalition building processes.
- Supervises the classified and/or confidential personnel working in the Business Office.
- Aids in reviewing, analyzing, and evaluating pending legislation, legal mandates, regulations, and guidelines that may affect the district programs, functions, and activities.

EMPLOYMENT STANDARDS

Requires Knowledge of:

- Principles, practices, trends, goals, and objectives of public education.
- Philosophical, educational, fiscal, and legal aspects affecting a school district.
- Fiscal management, function, and activity planning, forecasting, projecting, auditing, and managing of a variety of information and data management, storage, retrieval, and dissemination systems.
- Organization, management, planning, and evaluation strategies, techniques, and procedures.
- Legal mandates, Board of Education policies, administrative regulations, and guidelines appropriate to the administration of a comprehensive business services program.
- Effective communication and public and human relations strategies, methods, and techniques.
- Human relationships, conflict resolution and negotiation strategies and procedures, and team management building methods and techniques.
- Instructional support programs, functions, and activities.

Requires Ability to:

- Plan, organize, coordinate, and direct the District's fiscal, business, and management operations.
- Plan, organize, develop, and implement budget planning, and expenditure control processes and procedures.
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective and cost beneficial.
- Accurately interpret and administer legal mandates, policies, regulations, and negotiated agreements.
- Evaluate and analyze complex problems, issues, and concerns, and recommend appropriate alternative solutions and make effective and timely decisions.
- Communicate effectively in oral and written form, utilizing a effective communication mode in ensuring understandable and thorough communication.
- Establish and maintain cooperative organizational, public, and educational community relationships.

EDUCATION AND EXPERIENCE

Any combination of experience and education that could provide the required knowledge and ability would be qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:
Five years of experience in a responsible administrative position performing, management, business and/or fiscal support services, collective bargaining, and related functions.

Education:
Equivalent to completion of a Master of Arts or higher degree from an accredited college or university in educational administration, business administration, industrial relations, or other closely related field.

CERTIFICATION REQIREMENT

None required. Certification and/or training by the relevant professional organizations is desirable.

PHYSICAL DEMANDS

The physical requirements indicated below are necessary to perform the essential job functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Sufficient vision to read printed material, and identify and distinguish objects.
- Sufficient hearing to hear conversations in person and on the telephone, and hear sounds clearly up to 5 feet.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone, and in addressing groups.
- Ability to exert up to 10 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work requires occasional or frequent standing, walking, sitting, or reaching for extended periods of time.
- Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, operate office equipment, and move about the work area and between work sites.

Approved 11/01