

PLEASANTON UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Assistant Superintendent, Business Services

CLASSIFICATION: Classified or Certificated

REPORTS TO: Superintendent

DESCRIPTION:

The Assistant Superintendent, Business Services, works to promote and support organizational excellence through effective human and fiscal resources administration in an environment that embraces diversity, quality customer service and professional development. The Assistant Superintendent provides leadership and management responsibility for the District's operations, including budget, financial and operational efficiencies, demographical studies, technology services, facilities and construction, space planning, maintenance and operations, food services, procurement, transportation, warehousing, graphics, and business process reengineering. Share in the development, application, interpretation and implementation of school and administrative practices.

PERFORMANCE RESPONSIBILITIES:

- Serve as Chief Business Officer for the District.
- Demonstrate foresight, examine complex issues and take initiative to improve the quality of educational services in the community.
- Develop and implement efficient operations that support the schools and programs in the district.
- Develop and recommend to the Superintendent effective Board Policies and Administrative Regulations to govern the daily operations of the District.
- Provide leadership for positive financial management control and operations, establish a sound basis for professional management of all income and expenditures of the district.
- Supervise the preparation and delivery of reports required for budget development and oversight to the County Office of Education, State of California, and Federal Government.
- Provide direction and supervision of the development and monitoring of the District's budget.
- Lead and work in collaboration with the District's Board Budget Subcommittee (BBS) to support ongoing transparency of the District's budget.
- Plan annual budget calendar and updates to the BBS Bylaws.
- Work in collaboration with and provide support to the District's Board Audit Subcommittee (BAS);
- Coordinate with District's Auditors; respond to findings and implement corrective actions.
- Update BAC Bylaws annually for review and adoption; prepare reports; and provide overall support.
- Collaborate with the Board Facilities Subcommittee to plan agendas; create, update and recommend required actions for facilities projects; prepare reports; and provide overall support.
- Support the District's Citizens' Bond Oversight Committee (CBOC); recruit for any vacancies and make recommendations to the Board of Trustees for appointments; ensure updated Bylaws, and compliance with the legal requirements.
- Direct and supervise the District's technology operations.
- Direct and supervise the District's facilities and planning operations including enrollment projections.
- Direct and supervise the District's purchasing, warehousing, inventory control, and print operations.
- Direct and supervise the District's transportation, maintenance, food services, and energy management operations.
- Direct the facilities master planning, space planning, school construction and expansion processes.
- Collaborate with Human Resources on collective bargaining, staffing, and matters related to risk management and employee performance.

- Collaborate with the Divisions of Teaching and Learning and Student Support Services on program development and to develop and implement the District's LCAP and Organizational Work Plan.
- Collaborate with Student Support Services with enrollment projections and the delivery of Special Education programs and services.
- Oversee the classification, storage, and destruction of district records.
- Serve as a member of the Superintendent's Executive and Extended Cabinets.
- Assist in selecting, orienting, supervising, and evaluating personnel.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Serve as an active participant and advocate on behalf of the District at the County Office of Education meetings/committees, Schools Insurance Groups, and other key organizations.
- Ensure alignment between the District's LCAP, Organizational Work Plan and budgets.
- Strategically deploy District's resources in support of Organizational Work Plan objectives.
- Provide leadership and support to site administrators, including with resource allocation and budgeting for site priorities.

KNOWLEDGE OF:

California Education Code, Public Contracting and Procurement law, fiscal analysis, quantitative methods and analysis, 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 policies and procedures; public finance; basic school accounting and financial management principles.

ABILITY TO:

Lead a large and complex organization of employees; engage stakeholders and develop consensus; give complex oral and written directions in English; compose clear, complete and concise correspondence and reports.

TRAINING AND EXPERIENCE:

Minimum of five years of administrative experience in the public sector, may include a combination of business and school district experience.

EDUCATION/CREDENTIAL:

Master's Degree preferred and five (5) years of experience in a related field.

OR

Ten (10) years of education and/or experience in a leadership position in business administration or educational administration.

TERMS OF EMPLOYMENT:

220 Days

Board Approved: 6/25/19