

## North Monterey County Unified School District

### POSITION DESCRIPTION

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Position Title: **Assistant Superintendent for Business Services**  
Department: Business Services  
Reports to: Superintendent

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#### **SUMMARY:**

Under the general direction of the Superintendent, the Assistant Superintendent of Business Services plans, administers, controls, and directs the activities of the Business Services Division to ensure efficient and cost effective operations.

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

#### **PRINCIPLE DUTIES AND RESPONSIBILITIES**

1. Provides advice and counsel to the Superintendent, the management team, the Governing Board, and others on all matters pertaining to the functions of the Business Services Division.
2. Oversees the planning of new facilities, negotiates site purchases, establishes development schedules and monitors progress; develops alternatives for financing facilities as needed; manages community facilities.
3. Prepares recommendations and reports for the Superintendent and Governing Board, including comprehensive financial data covering all aspects of school finance.
4. Prepares and administers the district's budget and ancillary state and federal financial reports.
5. Coordinates and manages all matters related to the external auditing of all fiscal aspects of programs and offices in the district.
6. Attends all meetings of the Governing Board and advises as to the business responsibilities and liabilities of the district.
7. Reviews all contracts, agreements, and negotiations for legal form and maintains records covering insurance policies and programs of the district.
8. Advises and counsels the Superintendent and Governing Board regarding negotiations and participates in the negotiations process.
9. Interprets district policies, regulations, and negotiated agreements relative to fiscal matters.
10. Proposes fiscal measures to maximize resources directed to the instructional goals of the district.
11. Assists in the development of staff allocations for the school sites.
12. Supervises Directors for Facilities, Maintenance, Operations, Transportation, Food Services, and Business.
13. Directs the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations.
14. Assures compliance of the district with all applicable statutes and regulations by remaining informed, interpreting requirements to appropriate staff, and monitoring department operations and activities for compliance.

15. Communicates and collaborates with other administrators, district personnel, outside organizations, and state and federal agencies to coordinate activities and programs, resolve issues and conflicts, and exchange information.
16. Models district standards of ethics and professionalism.
17. Supervises, evaluates, and holds accountable the performance and professionalism of assigned staff; coordinates and arranges appropriate training of assigned staff.
18. Performs other related duties within the scope and intent of the position.

### **ORGANIZATIONAL RELATIONSHIP**

1. Reports to and is evaluated by the District Superintendent.
2. Assists District managers in establishing and monitoring site/departmental budget expenditures in accordance with established guidelines.
3. Collaborates with the Human Resources Office in the implementation of payroll and insurance programs and the personnel budgets.
4. Serves on the Superintendent's Cabinet and other District committees as appropriate.

### **MINIMUM QUALIFICATIONS**

1. Any combination equivalent to a Master's degree in finance, business or public administration, accounting, or related field.
2. Knowledge of federally accepted categorical and general fund guidelines and requirements.
3. Knowledge of State and federal regulations for financial management of a public school district.

### **DESIRED QUALIFICATIONS**

1. Bilingual in Spanish and English.
2. Increasingly responsible fiscal and business management for supervisory experience in a school system.
3. Ability to critically evaluate financial performance.
4. Ability to provide creative and effective solutions for meeting the financial needs of the district.

### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions. While performing the duties of this job, the employee may lift and/or move up to 25 pounds of materials etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

### **WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works indoors and may occasionally work outdoors. The employee must be able to meet deadlines. The noise level in the work environment is usually mild to moderate.

***The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.***

Board Approved: