



SAN MATEO UNION HIGH SCHOOL DISTRICT

POSITION DESCRIPTION

JOB TITLE: ASSOCIATE SUPERINTENDENT CHIEF BUSINESS OFFICER

REPORTS TO: Superintendent **SITE:** District Office

CLASSIFICATION: Cabinet **WORK YEAR:** 222 Days

SALARY: Administrator-Manager Salary Schedule **EFFECTIVE DATE:** January 1, 2021

APPROVED BY THE BOARD OF TRUSTEES: _____

JOB SUMMARY:

Under the administrative guidance of the Superintendent, the Associate Superintendent Chief Business Officer, has full responsibility for the planning, development, organization, management, direction, and implementation of all aspects of the District's Business Services Department and shall act as the principal advisor to the Superintendent concerning long-range planning, District-wide policy development, and the availability of resources; provides District-wide leadership and shall supervise the activities of: Fiscal Services, Accounting, Budget Purchasing, Transportation, Nutrition Services, Maintenance and Operations, Facilities and Construction and Planning including Bond Management Oversight; supervise and train management level division staff, promote programs to students, staff and the general public, supervise and participate in the preparation, accounting and maintenance of all related financial records, statement, reports and cost studies; provides and maintains efficient and effective business services to all schools and departments in the District; and shall perform other duties as assigned by the Superintendent.

ESSENTIAL FUNCTIONS:

1. Plans, organizes, coordinates, and directs a comprehensive Business Services Department.
2. Directs and coordinates the preparation of the annual District budget in cooperation with other management personnel.
3. Provides continuous budget administration, data and analysis, including enrollment, revenue and expenditures, and recording and control of District fiscal transactions.
4. Prepares and monitors the annual Adopted Budget and First, Second and Third Interim reports, Unaudited Actuals, other periodic reports, including estimating revenues and expenditure, and multi-year plans. Presents budget and interim reports to the Board, staff, and community.
5. Oversees and supervises the Maintenance, Operations and Facilities Use Department, Transportation Department, Nutrition Services Department, and Purchasing and Fiscal Services Department.
6. Supervises the overall operation and evaluates personnel in all areas of the Business Services Department, including, but not limited to, construction, fiscal services, budget, accounting, payroll, and purchasing.
7. Coordinates, implements and administers the operations of the budget office, including accounting, payroll, purchasing.
8. Manages the District's real estate program, including coordination of all phases of property acquisitions and/or sales.

9. Maintains a lead role in procuring and interpreting developer fee justification studies and long-range facilities plans. Works with the Bond Projects and Planning Department on long-range and site specific facility needs plans, both current and multi-phase.
10. Supervises the overall operation of construction, fiscal services, accounting, budget, delivery, insurance, payroll, purchasing, warehouse, technology and informational systems, investment and financing, General Obligation Bonds, leases, COPS and Parcel Tax, risk management, safety, Workers Compensation, Home to School and Special Education transportation, custodial, grounds, maintenance, energy, and nutrition services.
11. Reviews capital facilities funds and contract transactions to ensure conformity with budget projects.
12. Supervises the development of specifications for supplies and equipment bids, Requests for Proposals (RFP) and Request for Quotations (RFQ). Reviews all bids, RFP's and RFQ's and makes appropriate recommendations for purchase.
13. Directs and performs cost/benefit analyses of programs within his/her area of responsibilities.
14. Initiates and coordinates all aspects of the District's financial and investment programs.
15. Provides leadership to all activities associated with current and future redevelopment agencies within the boundaries of the District.
16. Represents the District when dealing with other agencies which might affect the fiscal condition of the District.
17. Establishes adequate controls for all programs.
18. Attends Board meetings representing the Business Services Department, assists the Superintendent in the development of Board agendas, and other areas of responsibility.
19. Assists in the planning, development, and implementation of Board policies, administrative regulations and the strategies for achieving District goals and objectives.
20. Keeps current and informed on all laws, rules, regulations, and interpretations of laws regarding District entitlement of federal, state, and local monies including estimating property tax revenues and knowledgeable of the District's community funded status.
21. Secures and maintains adequate insurance and bonding as required by law, and administers the various District insurance programs.
22. Performs other duties and responsibilities as assigned by the Superintendent.

QUALIFICATIONS:

Education/Training Experience

- MA or MS degree or higher preferred in business or public administration.
- Minimum of five years of successful, broad, varied, and increasingly responsible administrative and supervisory experience or senior position. At least two years of Cabinet level experience preferred.
- Certified CASBO CBO with an E designation preferred.
- Excellent verbal and written communication skills.

KNOWLEDGE OF:

- Knowledge of governmental budgeting, accounting, purchasing, and contracts; audit and fiscal control procedures; laws and regulations governing public school finance, technology and the implementation of technological advances for school districts; and effective supervision and evaluation of personnel.
- Principles of organization and administration as they apply to Basic Aid Community funded schools and business management services.

- Accounting and financial record keeping principles and procedures especially as they pertain to governmental and school district accounting. Familiarity with the California School Accounting Manual.
- Experience in the supervision of varied administrative and non-administrative staff.
- Knowledge of word-processing programs, spreadsheets, and databases.
- Maintaining cooperative working relationships with school district officials, staff, and the general public.

DESIRABLE SKILLS:

- Interpreting and applying principles, policies, laws, regulations, requirements, contracts, and Memorandums of Understanding.
- Exercising sound independent judgment within general policy guidelines by analyzing complex programs, evaluating alternatives, and making sound recommendations.
- Preparing clear, concise and competent reports, correspondence, and other written materials effectively with others.

ABILITY TO:

- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and decide upon appropriate action.
- Promote positive staff morale.
- Select, train and supervise personnel, administrators and staff.
- Work with a high degree of independence.
- Multi-task in a busy environment.
- Complete assignments and reports along with preparing presentations for the public including the Board of Trustees and staff.
- Balance several job functions at one time and work under a heavy work load.
- Work in and contribute to create a performance culture and highly collaborative environment.
- Delegate responsibility wisely.
- Compose independently clear and accurate correspondence, memoranda, bulletins and reports.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Take responsibility using independent initiative and good judgement in exercising the scope and authority of the position.
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, and firmness.
- Proficient in the use of computer software and email. Use and understand data processing input and output.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Stamina sufficient to sit, stand or walk for long periods of time.
- Vision sufficient to read fine printed materials and computer-generated information and data, as well as computer terminal displays.
- Hearing sufficient to hear conversation in person and on the telephone.
- Speech sufficient to speak in an understandable voice.
- Manual dexterity and coordination sufficient to write legibly, operate a computer keyboard, and to use standard office equipment and supplies.
- Stamina to lift, reach with hands and arms, lift, kneel, squat, bend and grasp in order to file and retrieve materials.

- Move, lift and/or carry up to 20 pounds.
- Ability to tolerate moderate noise level in working environment.

OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Must maintain a valid California Driver License.
- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprint clearance.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109).

Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.