



Romoland School District

JOB DESCRIPTION

CHIEF BUSINESS OFFICIAL

Definition

Under the direction of the superintendent, the Chief Business Official (CBO) is responsible for directing and supervising the various functions of the business division, including Fiscal Services, Maintenance Operations Transportation & Facilities (MOTF), Nutrition Services, and Benefits & Risk Management.

Duties and Responsibilities

- Assume responsibility for the District Budget and finances
- Plan, supervise and participate in the preparation, maintenance, and analysis of financial records and processes including, but not limited to, budgeting, accounts payable, payroll, accounts receivable, general ledger accounting and state school building
- Research, compile, and analyze financial, community, and economic data and statistical information, and prepare reports to aid in policy decisions, District planning and special elections
- Carry out special financial and statistical research studies including internal auditing and analysis
- Participate in Board of Trustee meetings and advises the Board on the financial status and business transactions of the District
- Oversee the establishment and maintenance of all procedures of Nutrition Services, including the financial management of the department
- Oversee capital improvement, deferred and regular maintenance programs
- Provide standards and technical assistance and oversee district-wide facilities and operations, including maintenance, grounds and custodial activities
- Oversee contracted transportation
- Work with the District Superintendent, other administrative staff and the Governing Board in the identification of necessary school sites, architects, and other resources necessary for the planning of District facilities
- Coordinate the development of bid packages with architects and purchasing department, analyze bids received and makes recommendations to the Superintendent on awarding contracts

DUTIES and RESPONSIBILITIES (continued)

- Administer new construction and renovation projects while ensuring compliance with codes and regulations governing construction, maintenance, asbestos abatement, and hazardous waste
- Coordinate student projections pertaining to the school facility attendance areas, student population makeup, population assessment and forecasting
- Manage and oversee the district-wide energy management program
- Develop cooperative joint use plans and agreements
- Develop and supervise District debt management functions and coordinate District involvement in special tax elections, Mello-Roos financing, or alternative funding methods as approved
- Work with attorneys, financial consultants and other agencies or individuals, as directed, in developing necessary funding resources for District facilities
- Development and revision of the District's comprehensive Master Plan, including compilation of required demographic, facility, and educational data
- Know and follow safety rules and regulations for this position
- Know and follow the District's mission and core values and develop corresponding priorities
- Participate in screening, interviewing, and selection of division personnel
- Represent the District on planning, issues and other related matters with the City of Menifee, County of Riverside, Riverside County Office of Education, California State Department of Education, Office of the State Architect, Office of Public School Construction, Office of Emergency Services and other similarly related organizations and the community
- Review legislation and regulations and make recommendations on policies and procedures as they apply to facilities planning and other affected operations
- Advise on financial alternatives for funding sources for new facilities and existing facilities modification
- Serve on the District Cabinet
- Serve on the District Negotiating teams, as requested by the Superintendent.
- Assume responsibilities for professional growth and development, keeping current with literature, new research findings, and improved techniques; attend appropriate professional meetings
- Participate in school and community functions
- Perform other duties as assigned

Qualifications

Knowledge of:

- Governmental budgeting and accounting practices
- Alternative financing, school finance, and business standards and budget processes
- District, State, and Federal policies affecting District operations
- All phases of the construction industry, public contracting, construction costs, land appraisal methods and land acquisition
- Purchasing principles and practices
- Systems organization and management
- California School facilities processes and procedures

Ability to:

- Direct the operations of Business Services
- Perform the highly responsible technical financial record keeping, budgeting, and purchasing work
- Provide effective reports both verbal and written to the Superintendent, various committees and the Governing Board
- Motivate employees and enhance morale
- Demonstrate exceptional interpersonal skills
- Establish and maintain cooperative relationships with those contacted during the course of work
- Provide consultant services to building and project administrators, district staff, and the Superintendent in various areas of Responsibility

Experience:

Varied and responsible school business management experience

Negotiations and Human Resources certification or training preferred

Education:

BA in Business, School Business, Administration or related field

MA in Business, School Business, Administration or related field desirable

CBO Certification highly desirable

Working Conditions

Environment:

- Office Environment; constant interruptions
- Outdoor environment: drive personal vehicle to conduct work; visit school sites; travel to visit other organizations and companies; meetings and workshops

Physical abilities:

- Hearing and Speaking to conduct group training, exchange information in person, electronically and on the telephone
- Kneeling, bending at the waist, and reaching overhead above the shoulders and horizontally to retrieve and store files and supplies
- Ability to lift and carry 30lbs
- Ability to climb stairs, walk, and sit for extended periods of time
- Ability to climb a ladder for purposes of inspection when necessary

Board Approved: 12/13/2016