

Enterprise Elementary School District
Job Description

Job Title: Chief Business Official (Non-Represented Salaried Management)
Department: Business Services
Reports To: Superintendent
Range: E
Prepared By: Human Resources
Prepared Date: May 17, 2023
Approved Date: June 14, 2023

SUMMARY:

Under the supervision of the Superintendent, performs administrative, supervisory, and management functions and shall be in charge of the Business Services Department; including acting as a liaison between district, county, and state officials. These include, but are not limited to, overall District responsibility for transportation, risk management, food services, budget and finance (including payroll and commercial warrant responsibility), facilities, and maintenance. Carries overall responsibility for the various functions and departments assigned and will perform other duties which reasonably relate to the above.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Build and maintain positive relationships with public officials, school employees, parents and students using effective verbal/non-verbal skills
- Maintain personal hygiene and wear appropriate attire for the position
- Work with others as a team in a fast-paced environment
- Effectively use conflict resolution skills
- Coordinates the activities of the Business Services Department with the schools, support services, and the Superintendent's Office.
- Prepares plans for the use, maintenance, and rehabilitation of existing buildings and assists in the preparation of plans for the construction of new buildings.
- Responsible for supervision of all major repairs to buildings and responsibility for the bid process.
- Has overall responsibility in the areas of accounting, payroll, commercial warrants, attendance, insurance, food service, transportation, and maintenance and operations.
- Has primary responsibility for budget development.
- Responsible for various committees as may be assigned by the Superintendent.
- Prepares recommendations to the Superintendent on matters pertaining to the Business Services Department.
- May participate in Collective Bargaining as the administrator responsible for financial aspects of the process.
- Communicates with other administrators, EESD personnel and outside organizations to coordinate activities, programs and projects, resolves issues and conflicts, and exchange information; interacts, services and collaborates with districts, County Offices and other agencies on various business services matters; conducts staff meetings to communicate ideas and resolve issues.
- Develops and prepares the annual budget for the District and Business Services Department.
- Analyzes and reviews budgetary and financial data.
- Controls and authorizes expenditures in accordance with established limitations.
- Attends all Board meetings and other meetings at the direction of the Superintendent.
- Attends Administrative Council and Superintendent's Cabinet upon request.

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- Reviews and interprets highly technical information, writes technical materials and/or speaks persuasively to implement desired actions.
- Analyzes situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; education codes; personnel management.
- Ability is required to work with a significant diversity of individuals and/or groups.
- In working with others, problem solving is required to analyze issues, create plans of action and reach solutions.
- Drives a vehicle to conduct work.
- Performs other related duties, as assigned by the Superintendent.

SUPERVISORY RESPONSIBILITIES:

Directly supervises and evaluates employees in the Business Services Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; recognizing and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Bachelor's degree in business administration or related field (Masters preferred). A minimum of five years school business experience is required. Demonstrated professional leadership with community agencies, professional organizations, community or volunteer committees/organizations, and/or with academic or private institutions/businesses.

LANGUAGE SKILLS: Ability to read, analyze and interpret documents, general business periodicals, professional journals, technical procedures or governmental regulations. Ability to prepare or assist with writing reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff and/or the general public. Must be able to readily take direction and be able to follow through in an independent manner; must be able to communicate well with administrators, staff, and members of the public.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid California Driver's License

MATHEMATICAL SKILLS: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY: Define problems, collect data, establish facts, and draw valid conclusions. Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Communicate effectively, both orally and in writing, using clear, Standard English.

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OTHER SKILLS AND ABILITIES: Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to maintain the highest degree of confidentiality regarding sensitive information. Ability to operate office equipment such as, but not limited to, multi-line phone system, copy machine, fax machine, scanner, etc. Ability to utilize a computer for a wide variety of applications. Ability to interact in an open, friendly business-like manner.

PHYSICAL DEMANDS: 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 regularly required to talk and hear. The employee is frequently sitting; required to stand; walk; use hands and fingers to touch, handle, or feel objects, or controls; reach with hands and arms above shoulders and horizontally; climb or balance, and bend at waist or stoop or kneel or crouch. The employee must frequently lift, move, push, and/or pull up to 20 pounds, occasionally lift, move, push, and/or pull up to 30 pounds; lift greater than 30 lbs. with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

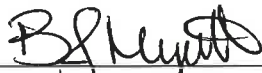
While performing the duties of this job, the employee is subject to inside and occasionally outside environmental conditions; may be exposed to biohazards and sharp objects; may be required to use own vehicle in the course of employment, and may be required to work at a video/computer terminal for prolonged periods. The noise level in the work environment is usually moderate.



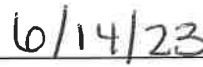
Superintendent



Date



Board Approval (Clerk)



Date