Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **CHIEF BUSINESS OFFICER**
Department: Business, Finance, Facilities, Maintenance
Reports to: District Superintendent

SUMMARY:

Responsible for the administration of the overall business, financial and facility operations of the district, including all business services functions, facility development, maintenance and operations, transportation, nutrition services and risk management. Member of the Superintendent's Management Team with a central role in school district planning and analysis of current programs, support systems and expenditures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for budget development, administration, and long range financial planning for the District. Prepares and monitors the annual budget.
- Provides leadership, support, oversees, and evaluates administration of assigned departments for the purpose of ensuring effective delivery of services to schools, departments, and the community.
- Administers and interprets statutes, regulations, and policies concerned with the responsibilities of business, finance, transportation, nutrition services, facilities, technology, operations and maintenance.
- Prepares financial, business, and facility reports for the Superintendent, staff, Governing Board, and county, state and federal agencies.
- Provides leadership for all aspects of State Facilities and Deferred Maintenance Programs including eligibility, design approval, and facilities grant awards. Prepares accurate and timely financial reports of facilities projects, State Facilities Grants and State Deferred Maintenance Program.
- Represents the District in meetings with administrators, professional staff, business leaders, governmental representatives, and the public concerning facilities and operations, including supervising the negotiations of mitigation agreements.
- Assists the Superintendent and staff to analyze financial and educational issues and develop solutions to problems, which ultimately improve daily operations.
- Participates with county and state organizations in staying abreast of school finance, business, facility reform, and other district-related issues.
- Advises the Superintendent on all fiscal matters and in long-range facilities, operations planning, and policy development on District matters related to projected needs.
- Attends board meetings and advises as to business, facility and operations requirements, responsibilities, and fiscal conditions of the district.
- Identifies all revenue sources (Federal, State, County and local) to ensure the district will receive all available revenues.
- Supervises and monitors the accounting, payroll, expenditure, and internal audits systems for all funds.
- Supervises the collection of developer fees and Mello Roos taxes for the purpose of ensuring accurate and timely receipt and recording of funds.
- Coordinates the analysis of sites, the acquisition of property, and the development of designs and plans for the purpose of carrying out the District's facilities master plan.
- Administers the facility development programs including quantifying financial need, determining and developing demographic data, supervising work of architects and other consultants, and administering the State building process.

- Works effectively with developers, contractors, inspectors, architects and specialized consultants. Represents the district in vendor contractual negotiations and commitments.
- Establishes collaborative working relationships with school site administration and staff. Fosters a client-focused approach to departmental work.
- Represents the District for financial matters related to collective bargaining negotiations.
- Participates as a member of the Superintendent's Cabinet. Works closely with members of the District Management Team.
- Performs other duties similar to the above in scope and function as required.

SUPERVISORY RESPONSIBILITIES:

Manages subordinate supervisors for Business and Finance, Facilities, Maintenance and Operations, Food Service Department, Technology, and Transportation Departments. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the District's policies and all applicable laws.

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Ensures that employee evaluations are done in accordance with District policies and in a timely manner. In addition to oversight, provides technical assistance to District sponsored charter schools.

QUALIFICATION REQUIREMENTS:

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:

Bachelors Degree in Business Administration, with a major in accounting, finance, or general business. A master's degree in Business or Public Administration is desirable. Five years of responsible management/supervisory experience within a business environment. At least three of those years in an educational business function is desirable.

CERTIFICATES, LICENCE, REGISTRATIONS:

Must possess a valid California Drivers' License and be insurable. CPA and/or further coursework in Educational Facilities Planning and Construction preferred.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to administrators, public groups/community, and Board of Trustees.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply financial concepts such as compound interest, time value of money, tax rates and discounts.

REASONING ABILITY:
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Knowledge of:

- Extensive knowledge of California education code, school laws, facilities, and construction regulations, procedures and practices;
- Theory and practice of modern school business management;
- Governmental budgeting, accounting, purchasing, and contracts;
- Audit and fiscal control procedures;
- Maintenance and operations as it relates to ongoing site support including custodial functions.
- Staff development and effective management techniques;
- Technology and the implementation of technological advances for facilities and operations applications;
- Facilities acquisition and modern school construction techniques;
- Laws and regulations affecting the operations of the department, school district and school construction management, as necessary.

Ability to:

- Plan, direct, establish priorities, and coordinate a variety of complex technical operations;
- Prepare and/or present clear and concise reports regarding complex information;
- Use positive interpersonal skills to provide effective leadership to staff and to work collaboratively with those contracted in the course of work;
- Apply knowledge and understanding of management to analyze and identify present and potential problems, develop and evaluate alternate solutions and propose appropriate plans of action;
- Interpret and apply laws, rules, regulations, and policies related to facilities matters;
- Make use of technology for information, communication, and data management.

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.

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. The noise level in the work environment is usually very quiet.

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