

Administration

ASSISTANT SUPERINTENDENT, BUSINESS SERVICES

Description of Position

Under the direction of the Superintendent, plan, coordinate, and administer the business services, financial operations, student transportation, facilities planning, construction, property asset management, student attendance accounting, health and welfare programs, risk management, food services, warehouse, and maintenance and operations of the District; serve as advisor and participate in bargaining unit negotiations, assure compliance with policies, practices, and procedures; and supervise and evaluate the performance of assigned personnel.

Examples of Professional Duties and Responsibilities

1. Plan, coordinate and administer the business services, financial operations, student transportation, facilities planning, construction, property asset management, employee payroll, student attendance accounting, health and welfare programs, risk management, food services, warehouse, and maintenance and operations of the District in accordance with policies established by the Board of Trustees and State of California.
2. Attend Board meetings and answer questions and/or make presentations on various matters relating to business, finance, negotiations, facilities, construction, maintenance and operations, food services, health and welfare, and legal issues.
3. Provide the Superintendent and Board with information and data to support recommendations and decisions; inform Superintendent and Board of matters related to long-range planning and necessary policy decisions and changes.
4. Develop and prepare the annual budget for the District; assist with the preparation of various District departmental and site budgets; analyze and review budgetary and financial data control and authorize expenditures in accordance with established limitations.
5. Provide leadership in improving operating efficiencies to assist the District in containing costs without negative impact on the educational program.
6. Serve as District liaison to local agencies, including cities and counties.
7. Serve as an advisor for the Management Negotiations Team in collective bargaining with both certificated and classified bargaining units.
8. Supervise, develop and evaluate the performance of assigned staff; interview and select employees; make decisions or recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.

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9. Maintain pupil accounting procedures, records and plan for pupil projections.
10. Maintain employee payroll functions and procedures.
11. Attend a variety of meetings; chair or serve on assigned committees; present to community groups and at meetings; serve as a member of the Cabinet for meetings with the Board of Trustees.
12. Communicate with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and exchange information to assure effective services.
13. Negotiate contracts with outside organizations such as auditing, financing, legal, insurance, maintenance and operations, and others.
14. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; prepare budget, financial, tax, attendance, deferred maintenance and other reports as assigned.
15. Provide for professional growth through active membership and participation in professional organizations; maintain current knowledge of new procedures and legislation in the business finance and maintenance and operations areas.
16. Administer, plan and direct the District maintenance and operations program; direct the development and implementation of short and long range plans and programs related to facilities maintenance including preventative maintenance and modernization; monitor and authorize expenditures in accordance with established guidelines.
17. Administer, plan and direct the variety of contracted projects related to the construction, repair, remodeling, and upgrading of District facilities; direct the design, planning, inspection of projects and selection of related professionals; direct the coordination of District contracts with contractors, design professionals and inspectors.
18. Administer, plan and direct the District food services program; direct the development and implementation of short and long range plans and programs related to managing operations in accordance with established guidelines.
19. Administer, plan and direct the District purchasing and warehouse services including the contract management and RFP and bidding process.

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Supervision Exercised or Received

This is a one-position class that reports directly to the Superintendent and supervises and evaluates other managers and classified employees.

Qualifications

Education and Experience:

- Bachelor's degree in business administration or related field required
- Master's degree preferred
- Five (5) years of increasingly responsible experience in business; school district administration

Knowledge of:

- Applicable Federal, State, and local laws, codes, regulations, policies, practices, and procedures related to management of assigned activities (business services, financial operations, student transportation, facilities planning, construction, property asset management, bargaining unit negotiations, student attendance accounting, health and welfare programs, risk management, food services, warehouse, and maintenance and operations);
- Accounting and auditing principles and practices;
- Principles and practices of administration, supervision, and training;
- Organization, operations, policies and objectives of elementary school districts.

Ability to:

- Interact with a wide range of constituents including representatives from the District, City, County and State;
- Interact with others using tact, patience and courtesy;
- Administer, plan, coordinate and supervise assigned activities (business services, financial operations, student transportation, facilities planning, construction, property asset management, student attendance accounting, health and welfare programs, risk management, food services, warehouse, and maintenance and operations);
- Direct and participate in the development of policies, procedures and fiscal decisions;
- Develop, review and approve the preparation of annual District, department and school annual budgets;
- Interpret and apply provisions of State Education Code and various regulatory agencies;
- Assemble and analyze data and make appropriate recommendations;
- Communicate effectively both orally and in writing;
- Read, interpret, apply and explain rules, regulations, policies and procedures;
- Establish and maintain cooperative and effective working relationships with others;
- Analyze situations and pursue effective course of action;
- Meet schedules and timelines;
- Work independently with little direction;

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- Prepare comprehensive narrative and statistical reports;
- Oversee the maintenance of a variety of program and project reports;
- Make effective oral presentations.

Physical/Mental Demands and Work Environment

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is required to constantly sit for periods of time; talk or hear, in person and by telephone; use hands and fingers to touch, handle, feel or operate standard office equipment including technology; and reach with hands and arms. The employee may be frequently required to stand and walk, bend and stoop, and to grasp, lift and move records and documents typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

The employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work.

The employee will work under typical office conditions, and the noise level is usually quiet or moderately quiet. The employee frequently drives to District sites, training facilities, community meetings and other locations as needed.

Period of service:

247 workdays annually, inclusive of 22 annual days of paid vacation, plus 14 paid holidays.

Salary:

To be determined by the Board of Trustees.

Approved: July 13, 2010

Revised: October 14, 2010