



Excellence for all.

Job Title: Assistant Superintendent, Business Services

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function: Under the direction of the Superintendent and/or assigned designee, plan, organize, control, and direct the activities and operations of the district's fiscal and administrative services including finance, budget, accounting, purchasing, warehouse, technology, food services, transportation, maintenance, operations, and facilities, and equipment maintenance; administer risk management programs; coordinate assigned activities with other District departments and outside agencies.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Plan, organize, control and direct the activities of the Business Services Department including fiscal, budget, central services, risk management and equipment maintenance; recommend and administer policies and procedures.
- Represent the Business Services Department to other District departments, elected officials and outside agencies; explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive, significant and controversial issues.
- Assist in the selection, training, and evaluation of personnel in Business Services, purchasing, warehouse, technology, food services, transportation, maintenance, operations, and facilities; provide or coordinate staff training; work with employees to correct deficiencies; recommend discipline and termination procedures.
- Communicate clearly and concisely financial and related information to site administrators, employees at both the District Office and sites, District-level administrators, the Superintendent, the Board of Trustees, parents, and the public both verbally and in writing.
- Attend meetings of the Board of Trustees and advise as to the business responsibilities and liabilities of the District; make oral presentations and respond to Board questions.
- Coordinate and manage matters related to the external auditing of various fiscal aspects of programs and offices in the District.
- Determine need, evaluate, and secure District financing when applicable, working directly with legal counsel, bond rating agencies, the District paid professional financial advisor, leasing companies and banks.
- Administer the Purchasing Department; provide assistance in the development of supply distribution, warehousing of materials, inventory of warehouse items, and inventory of fixed assets.
- Oversee the administration of workers' compensation, property, liability, and employee benefit programs and direct the work of staff that handle the day-to-day operations tasks; approve workers' compensation settlements and communicate directly with the claims adjusting staff of the Ventura County Self-Funding Authority (JPA).
- Oversee the food services program; negotiate contract with outside vendor providing the service; directly handle issues related to parent complaints; provide leadership in changing the delivery system for food services from a sack lunch to a hot lunch program.
- Oversee the administration of the Health and Welfare function providing assistance and direction in the areas of health benefits, 125 plans and tax-sheltered annuities; chair the District Health Benefits Committee.

- Oversee and manage the technology program, including purchases and distribution of supplies and technology equipment.
- Manage and participate in the development and administration of the District budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring and disbursement of funds in accordance with the adopted budget; direct the preparation of and implement budgetary adjustments as necessary.
- Invest District funds; prepare and disseminate financial reports.
- Negotiate and administer labor agreements as they relate to salary, benefits and working conditions.
- Oversee the development and implementation of Business Services Department, purchasing, warehouse, technology, food services, transportation, and maintenance, operations, and facilities goals, objectives, policies, and priorities for each assigned service area; establish appropriate service and staffing levels within District policy.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures for business services, purchasing, warehouse, technology, food services, transportation, maintenance, operations, and facilities; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of business services.
- Respond to and resolve difficult and sensitive inquiries and complaints.

Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Principles, practices, and procedures of school district business and financial management.
- Principles and procedures of accounting, auditing, and finance.
- Advanced principles and procedures used in budget preparation, administration, and control.
- Principles of financial analysis and research procedures.
- Fundamentals of school finance.
- Business Services Department operations and services, including finance, purchasing, warehouse, technology, food services, transportation, risk management/workers' compensation, employee health and welfare benefits, and maintenance, operations, and facilities.
- Pertinent federal, State, and local laws, codes and regulations including laws and regulations applying to school district financial and business operations.
- Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Data processing principles, methods, materials, and equipment.
- Modern and complex principles and practices of program development and administration.
- Principles of supervision, training, and performance evaluation.
- Operational characteristics, services, and activities of a comprehensive business services program.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.

- Communicate respectfully and effectively, both orally and in writing, with students, staff and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Plan, organize, direct and coordinate the work of supervisory, professional and technical personnel.
- Delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Provide administrative and professional leadership and direct oversight for the Business Services Department.
- Develop, implement, and administer goals, objectives and procedures that provide effective and efficient fiscal services.
- Prepare and administer large and complex budgets.
- Interpret and apply budgeting, accounting and fiscal procedures, policies, and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports.
- Interpret and apply federal, State, and local policies, procedures, laws and regulations.
- Analyze accounting data and prepare financial statements and reports.
- Prepare and deliver oral presentations.

Education/Licenses/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: A bachelor's degree from an accredited institution in business administration, finance or related field and five years of professional administrative experience in public school district business and financial management, including at least two years of supervisory experience. Possession of a C.A.S.B.O. Chief Business Official certificate is desired. Successful completion of the Merit examination process is required.

Working Conditions:

Environment: Office environment, school sites, driving a vehicle to conduct work.

Physical Demands: Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information in person or on the phone. Sitting for extended periods of time. Seeing to read a variety of financial materials.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: Negotiable; Senior Management Designation approved by Board on 6/13/17

Revised by Personnel Commission: December 16, 2015; June 21, 2017; Standard Education/Exp language 9/27/17
Retitled from Chief Business Official on June 21, 2017

Personnel Commission Classification/Compensation Study Approved: July 12, 2023