

## BUENA PARK SCHOOL DISTRICT

### ASSISTANT SUPERINTENDENT – BUSINESS AND OPERATIONS

#### **DEFINITIONS**

The Assistant Superintendent of Business and Operations has the primary responsibility for coordinating all activities in the areas of budgeting and accounting, long-range fiscal planning, attendance accounting and reporting, federal and state reporting, purchasing, warehousing, maintenance and operations, food service, transportation, property management, and usage and/or disposition of buildings and facilities, and performs other duties as assigned. The Assistant Superintendent of Business and Operations will report directly to the Superintendent and serve as a member of the District Executive Cabinet.

#### **DUTIES AND RESPONSIBILITIES**

- Manages and directs all business services, including budgeting, income projections, cash flow, purchasing, and accounting.
- Oversees the development, monitoring, and control of the District budget, including preparation of income and expenditure estimates.
- Coordinates internal and external audit processes.
- Monitors and implements changes in legislation related to school finance and business operations.
- Develops, updates, and ensures compliance with Board policies related to financial and operational functions.
- Provides leadership and support in the areas of fiscal, maintenance, operations, food services, and transportation.
- Plans and directs business operations through subordinate managers and supervisors.
- Formulates and ensures efficient administration of programs in accounting, risk management, purchasing, warehousing, custodial services, food services, transportation, and maintenance.
- Selects, trains, supervises, and evaluates key staff in business services, fiscal services, food services, transportation, and maintenance and operations.
- Develops and monitors long-range plans for fiscal solvency, enrollment, asset management, and facility usage.
- Develops enrollment projections and monitors student enrollment trends.
- Establishes procedures for efficient purchasing of supplies and equipment.
- Develops a property accounting system for tracking, maintaining, appraising, and insuring District instructional and operational equipment.
- Oversees contracts with insurance providers, consultants, and outside agencies for maintenance and other approved services.
- Arranges for liability, health, life, and other insurance coverage; represents the District in Joint Powers consortiums.
- Prepares insurance recommendations for negotiations with exclusive representatives of employee groups.
- Administers employee benefit programs and provides fiscal analysis and recommendations during labor negotiations.
- Assists with contract and grievance administration.
- Confers with architects, contractors, and other professionals on new construction, alterations, and deferred maintenance.
- Administers the use of school facilities and monitors energy usage, implementing reduction strategies.
- Oversees and ensures compliance with state, county, and federal reporting requirements related to business operations.
- Prepares and examines contracts; consults legal counsel on technical or legal matters as needed.
- Coordinates Business Division activities with other District departments and external agencies.
- Attends state and regional conferences and workshops to stay current on business and operational regulations and best practices.

- Provides reports, analysis, and fiscal recommendations to the Superintendent.
- Serves as a member of the District negotiation team, providing fiscal analysis, support, and recommendations during collective bargaining with classified and certificated employee groups.
- Attends Board of Education meetings as a member of the Superintendent's Cabinet and prepares related agenda items.
- Serves as a member of the Superintendent's Cabinet, Management Team, and District committees as assigned.
- Performs other duties as assigned by the Superintendent.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, methods, procedures, and trends pertaining to the management of fiscal, personnel, and operational management functions and activities
- Principles, methods, techniques, and strategies of organizational planning, evaluation, control, and forecasting
- Audit, fiscal, and operational control, planning, and research and development methods, techniques, procedures, and strategies
- Principles, methods, techniques, and strategies of modern organization, management, and supervision
- Knowledge of Employer/Employee Relations under collective bargaining, including negotiations of contracts, and contract administration
- Legal mandates, policies, regulations, and guidelines pertaining to fiscal and operational management processes
- Techniques, strategies, goals, and objectives of public education
- Philosophical, economic, and legal aspects of public education
- Principles, methods, and strategies of effective supervision
- Application of data processing technology

### **Ability to:**

- Perform all essential duties of the position
- Plan, organize and direct comprehensive business and operations programs
- Obtain maximum use of facilities through creative, long-range planning of resources
- Act firmly and decisively while retaining a coaching style of management
- Anticipate problems and issues, project potential changes, plan and recommend appropriate fiscal and operational alternatives
- Prepare and present reports; provide financial projections and reports in a clear, logical, and sequentially tractable manner
- Organize and delegate authority commensurate with responsibility
- Read and interpret government codes
- Oversee the district's business, maintenance, operations, transportation, and food services
- Assimilate and evaluate data and prepare clear and comprehensive reports
- Communicate effectively, orally and in writing, with, staff, parents, businesses, outside agencies, and members of our multicultural community
- Establish a climate of trust and confidence with staff and community
- Work cooperatively with schools in a system that promotes shared leadership and site-based decision-making
- Coach, encourage, and provide personal growth opportunities for assigned personnel
- Operate a computer, iPad, and other office equipment
- Become personally involved in performing and demonstrative business and operation services functions in a competent manner, when necessary
- Oral and written communication skills in English; writing skills to develop professional correspondence; effective oral communication to conduct meetings
- Interpersonal skills using tact, patience, and courtesy, including human relations skills, conflict resolution strategies and procedures, and team-building methods and techniques

- Access and manipulate data using various computer programs
- Use computer software (including spreadsheets, databases, and presentation programs) to analyze and present complex data in a manner easily understood by all stakeholder groups.
- Maintain an effective, collaborative working climate at the District office and the schools with administrators, students, and staff
- Communicate openly and work productively with a community of diverse opinions and ideas
- Read, interpret, apply, communicate, and enforce rules, regulations, policies, procedures, laws and codes
- Analyze problems and issues and develop appropriate solutions
- Prioritize, plan, and coordinate work to meet deadlines
- Ability to perform essential functions of the job with or without reasonable accommodation
- Drive a vehicle; travel to all school sites and other locations

### **EXPERIENCE**

- Prior experience in school business administration or equivalent experience in a comparable public or private sector
- Five (5) years of progressively responsible experience in school business and/or operational services, including three (3) or more years in a management role with an emphasis on financial and operational oversight within a school district setting
- Demonstrated leadership ability and knowledge/experience in increasingly responsible roles

### **EDUCATION**

- Possession of a Bachelor's degree from an accredited college or university in business administration or educational administration, supplemented by training and coursework in accounting, economics, business management, or a closely related field.
- Chief Business Officer (CBO) Certification and/or CPA License is desirable
- Valid CA Driver's License & adequate automobile insurance as stipulated by CA

### **LICENSE REQUIREMENT**

Possession of a valid California driver's license.

### **CONDITION OF EMPLOYMENT**

Insurability by the district's liability insurance carrier.

### **COMPENSATION/WORK CALENDAR**

12-Month Classified Management Calendar

Placement on Senior Management/Assistant Superintendent Salary Schedule

First Reading: 4/14/2025 Board Meeting

Recommended Second Reading/Approval: 5/12/2025 Board Meeting