

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Assistant Superintendent / Chief Business Officer

Classification: Certificated Management

FLSA: Non-Exempt

Reports to: Superintendent

Range: Classified Confidential Salary
Schedule

EDUCATION AND EXPERIENCE

Education and Experience:

Any combination equivalent to: advanced degree in business administration, education administration or related field and seven years increasingly responsible management experience in a school system or the equivalent.

Licenses and other Requirements:

Valid California driver's license.

SUMMARY

Plan, organize, control, and direct Fiscal Services, Master Plan of Facilities, Purchasing, Technology Services, Risk Benefits/Management, Operational Services, Warehouse, Food Services and Graphics.

SPECIFIC RESPONSIBILITIES

1. Plan, organize, control and direct a variety of programs, projects and activities related to financial, state and federal programs, purchasing, information technology services, risk management/benefits, operational services, and graphics.
2. Develop long and short range financial plans to meet both educational and financial goal of the District.
3. Plan, organize, control and direct a variety of programs, projects and activities related to financial services such as fiscal services, budgeting and internal audit.
4. Serve as the Chief Financial Officer for the District responsible for implementing programs to assure the financial stability of the District.
5. Provide technical expertise regarding assigned functions; formulate and develop policies and procedures.
6. Develop and implement long and short-term plans and activities for assigned areas in the District; coordinate with administration for facility planning and proper demographic data to support plans.
7. Attend or chair a variety of meetings; represent the District in collaborative/partnerships/task forces with the City, County, human service agencies, institutions of higher education, business/industry, and judicial and law enforcement agencies as assigned by the Superintendent.
8. Communicate and collaborate with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
9. Direct preparation and maintenance of a variety of narrative and statistical reports, records and files.
10. Associate Superintendent: Executive Services – Continued Page 2
11. Provide advice and counsel to the Superintendent, Board and others on matters pertaining to assigned areas of responsibility.
12. Attend meeting of the Board; present and interpret financial impact of proposals as necessary.
13. Participate in the development of legislation affecting school finance and human resource management.

14. Supervise and evaluate the performance of assigned management staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.
15. Develop and prepare the annual budget for assigned areas and the District as a whole; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines.
16. Serve as a member of the Superintendent's Cabinet.
17. Perform related duties as assigned by Superintendent.
18. Visit school sites and classrooms on a regular basis.
19. Value innovation, problem solving and financial leadership.

SPECIFIC QUALIFICATIONS

Knowledge of:

- Planning, organization and direction of business, finance, human resources, technology, and instruction-related services.
- Business management principles and processes.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of management.
- Applicable laws, codes, regulations, policies and procedures.

Ability to:

- Plan, organize and administer a wide variety of major organizational units involving business, finance, human resources, technology, and instruction.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Develop, modify and direct the implementation of budgetary control and accounting systems.

PHYSICAL ABILITIES

Office environment; driving a vehicle to conduct work.

Seeing and hearing to conduct work; speaking to exchange information.