



MERCED CITY SCHOOL DISTRICT

CLASS TITLE: CHIEF BUSINESS OFFICER

BASIC FUNCTIONS

The Chief Business Officer supervises and evaluates the directors of fiscal services, food services, facilities, information technology, maintenance and operations, and transportation; has management responsibility for the administrative services division which includes all non-educational support services. This position reports directly to the Superintendent and serves on the Superintendent's Cabinet.

REPRESENTATIVE DUTIES

Support the implementation of the Superintendent's priorities and initiatives.

Direct the fiscal services, food services, facilities, information technology, maintenance and operations, and transportation departments within the District.

Direct the administrative services division in accordance with federal and state laws and District board policies.

Direct and coordinate the preparation of the District's annual budget with the Superintendent.

Supervise the District's attendance accounting and preparation of attendance reporting.

Recommend changes in organization and procedures of all assigned departments; represent assigned departments in various meetings.

Represent the District in meetings with District staff, business leaders, governmental representatives, and the public in areas of division responsibility.

Assist the Superintendent in long range financial planning and projections.

Review, propose, monitor and inform staff and community of legislation affecting fiscal management, and project financial needs.

Solicit legal assistance on the development/implementation of District policy on matters pertaining to applicable laws, codes, and regulations when necessary.

Adhere to federal and state regulations, Board policies; and related administrative regulations which pertain to the particular assignment.

Perform other duties as assigned by the Superintendent.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

State laws governing school districts, budget development, fiscal services, food services programs,

maintenance and operations, transportation, risk management, and employee benefit programs.

District organization, operations, policies, and objectives.

Sound leadership practices.

Implementation of State and Federal programs.

Accounting principles and techniques.

Fiscal Financial Budget procedures and methods.

Record keeping techniques.

Budget presentations and control.

Research methods and report writing techniques.

Analysis of financial records.

Supervision and effective management principles.

ABILITY TO:

Plan, direct, prioritize, and coordinate a variety of complex technical operations involving the operation of multiple specialized units.

Analyze and identify present and potential organizational problems.

Utilize time management and organizational skills.

Develop and evaluate alternate solutions which result in effective plans of action.

Direct district budgets, accounting and fiscal procedures and policies.

Work effectively with officials and employees of the District, public agencies and community.

Prepare and deliver specific reports to the Superintendent or Board of Education.

Communicate effectively both orally and in writing.

Maintain confidentiality.

Effectively supervise and manage various departments.

EDUCATION AND EXPERIENCE:

Bachelor's degree with a major or specialization in Business Administration.

Five (5) years of administrative experience in a governmental agency, preferably in a California school district.

Master's degree in related field of study preferred.

WORKING CONDITIONS

ENVIRONMENT:

Office environment; subject to driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer terminal, hearing and speaking to exchange information and to make presentations, sitting or standing for extended periods of time, and seeing to read, analyze and review complex financial data.