MT. DIABLO UNIFIED SCHOOL DISTRICT

CHIEF BUSINESS OFFICER

Primary Function

Plans, organizes and administers the successful implementation of the Business operations of the District; assures the District is financially stable; contributes to the strategic direction of the District in carrying out the District's mission, goals and objectives; supervises and evaluates the performance of assigned personnel.

Directly Responsible To

Superintendent

Supervision

Director of Fiscal Services
Manager, Personnel systems
Confidential Secretary
Payroll Manager
Chief Accountant
Accounting Supervisor
Supervises and evaluates other assigned classified staff

Major Responsibilities

1. Plan, organize and administer the successful implementation of the Business operations of the District; contribute to the strategic direction of the District in carrying out the District's mission, goals, and objectives.

2. Provide leadership and direction for Business Services functions including but not limited to budget development, control and long-range financial planning; payroll; maintenance and operations, and information systems.

3. Meet with Department directors and establish goals; monitor goals progress; coordinate interdepartmental projects; support departmental efforts.

4. Meet with the Superintendent and Council and Cabinet to develop goals, participate in the formation of recommendations for Board policies, and provide direction and leadership for the overall District; attend Board meetings, prepare materials and make presentations as required; follow-up on Governing Board issues as appropriate.

5. Oversee development of the annual District budget; monitor income and expenditures; direct the development of financial reports as required for all funds; prepare budget recommendations for the Governing Board; maintain current knowledge of fiscal-related issues.

6. Supervise and evaluate assigned staff; participate in the evaluation of personnel in areas of responsibility; interview and select employees and recommend transfers, reassignments, termination and disciplinary actions; manage personnel-related issues in the Department.

7. Serve as a member of the District's negotiating team.

8. Provide technical expertise, information and assistance to the Superintendent regarding assigned functions; participate in the formulation and development of fiscal policies, procedures and programs.

9. Communicate with other administrators, District personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

10. Attend a variety of local, City, County, State and federal meetings as assigned; attend conferences and workshops; make presentations and conduct assigned meetings.

11. Perform related duties as assigned.

Qualifications

Knowledge and Skills

1. Knowledge of administration of the Business Services Department
2. Knowledge of budget preparation and control.
3. Knowledge of school business management including finance and others as assigned.
4. Knowledge of applicable laws, codes, regulations, policies and procedures affecting school business operations.
5. Knowledge of oral and written communication skills.
6. Knowledge of principles and practices of administration, supervision and training.
7. Interpersonal skills using tact, patience and courtesy.
8. Ability to plan, organize, and administer the successful implementation of the business operations of the District.
9. Ability to interpret, apply and explain rules, regulations, policies and procedures.
10. Ability to plan, organize and direct complex projects.
11. Ability to resolve complex organizational problems.
12. Ability to provide create and effective solutions for meeting the financial needs of the District.

13. Ability to supervise and evaluate the performance of assigned staff.
14. Ability to communicate effectively, both orally and in writing.
15. Ability to establish and maintain cooperative and effective working relationships with others.
16. Ability to analyze situations accurately and adopt an effective course of action.
17. Ability to meet schedules and time lines.
18. Ability to work independently with little direction.
19. Ability to plan and organize work.
20. Ability to prepare comprehensive narrative and statistical reports.
21. Ability to operate a computer and assigned software.
22. Ability to direct the maintenance of a variety of reports and files related to assigned operations and activities.

Education, Training, and Experience

Any combination equivalent to: a bachelor's degree in business administration, public administration or related field and eight years increasingly responsible experience in school business administration. Masters' degree preferred.

Licenses and Other Requirements

Valid California driver's license
Maintain qualification for automobile insurance coverage.

Sample Physical Abilities

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and other office equipment and manipulate paper; see to read, prepare documents and reports and to observe other personnel or students; sit or stand for extended periods of time; work at a desk, conference table, small student classroom table; or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.

Diablo Management Association (DMA)
Salary Range 47: $131,178 – 159-452

Adopted by the Board of Education: January 11, 2016