

**CLASS SPECIFICATION
Assistant Superintendent, Business Services**

GENERAL PURPOSE

Under policy direction from the Superintendent, plans, organizes, integrates, directs, manages and evaluates the activities, operations and services of assigned business services functions, including fiscal services, facilities planning and development, operations and maintenance, transportation, information services, purchasing and printing services, food and nutrition services and District-wide risk management and loss control programs; serves as the District's Chief Business Official; coordinates the provision of legal services related to business and non-instructional operations; directs and manages the development of short- and long-term goals and objectives consistent with the District's strategic plan; serves as an expert resource to District management on a broad range of business services issues, including long-range financial planning and facilities development; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Assistant Superintendent, Business Services is responsible for non-instructional business and operational programs and activities required to support the District's achievement of its educational goals. Through subordinate directors, the incumbent directs the delivery of facilities development and maintenance, bus transportation, information services, purchasing and printing and food and nutrition services required for direct support to the District's academic programs, as well as a variety of business, financial and related services required for efficient, effective and responsible administration of the District and its resources. The incumbent ensures assigned operations and functions serve the needs a wide variety of District stakeholders, while ensuring compliance with applicable law, regulation, code and program/funding mandates. Within areas of responsibility, the incumbent operates with substantial latitude and discretion to achieve effective utilization of resources in meeting District educational and business management needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Leads, plans, organizes, controls, integrates and evaluates the work of the Business Services division; with subordinate directors, managers and staff, develops, integrates, implements and monitors work programs, policies and processes to achieve District strategic and business plans, goals and performance measures; exercises executive responsibility for achieving business, operational and/or program results through integrating, harmonizing and prioritizing resources, processes and results of assigned departments.
2. With other members of the Cabinet and the management team, participates in formulation of the District strategic plan and other long-range business, facilities and resource plans; develops and implements division and departmental plans, work programs, processes, procedures and policies required to achieve strategic initiatives and overall results in alignment with District objectives and priorities; exercises leadership in achieving optimal organizational efficiency and effectiveness, including initiatives to improve work processes and enhance systems and staff performance.
3. Provides leadership and works with assigned department directors to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.

4. Plans, organizes, directs and evaluates the performance of assigned directors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations, District classified human policies and labor contract agreements.
5. Advises the Superintendent regarding policy issues, programs and projects to achieve District business and educational needs; advises and assists the Superintendent and Cabinet in identifying, articulating and implementing policies, programs and projects; interprets Superintendent and Board of Trustees instructions and requests; makes interpretations of state and District codes, laws, regulations, policies and procedures to ensure compliance within areas of assigned responsibility; oversees and directs the preparation of Board agenda items.
6. Participates in the analysis of proposed legislation and regulation; represents the District as requested or assigned in dealings with federal, state and local governmental agencies and business and community leaders on a variety of funding and facilities development issues.
7. Through subordinate directors, directs and evaluates the District's financial and accounting operations, including: development and administration of the District's operating and capital budgets; general, grant and construction project accounting; accounts payable and receivable processes; payroll services and related fiscal activities; directs and participates in the District's financial analysis and financial reporting functions; analyzes the District's financial condition and implements plans to ensure sound financial operations and compliance with all regulatory requirements; oversees and participates in the development of complex financial analyses and forecasts required for executive and Board of Trustees decision-making; directs and oversees District support for the conduct of audits by external agencies and the design of effective procedures and controls to address audit findings; ensures fiscal operations meet all GAAP and GASB requirements.
8. Through subordinate directors, directs and evaluates facilities planning and the development and financing of school facilities construction projects; directs and evaluates the maintenance and repair of District buildings, equipment and grounds to meet regulatory requirements and best support the District's educational goals; directs and participates in activities to obtain state funding for facilities development, including site acquisition, school construction and facilities modernization; directs or participates in developing technical reports on school facility needs to meet projected enrollments.
9. Through subordinate directors, directs and evaluates purchasing services to ensure efficient service to internal customers, compliance with all applicable laws, codes, policies and procedures and positive supplier relationships; ensures sound internal controls and efficient operations of District warehouse facilities; oversees the delivery of printing and reprographics services to meet school site instructional and District business management needs in the most cost effective manner possible through the use of state-of-the-art technology; oversees District telephone, mail and reception services; executes contracts legally binding on the District.
10. Through subordinate directors, directs and evaluates the safe delivery of bus transportation services; ensures efficiency and cost effectiveness of transportation routes.
11. Through subordinate directors, directs and evaluates the District's information services; ensures efficiency and cost effectiveness.

12. Through subordinate directors, directs and evaluates the delivery of food and nutritional services to meet the daily needs of the District's students; ensures compliance with federal lunch program requirements.
13. Through subordinate directors, directs and evaluates the design and implementation of a comprehensive program of risk management and loss control, while minimizing District risks and costs; ensures compliance with ADA requirements; ensures District interests are properly protected in construction and purchasing activities.
14. Monitors the external environment and developments related to public school funding and operational requirements and presents issues and challenges for executive management and Board consideration; evaluates impacts on District non-instructional operations and support programs.

OTHER DUTIES

1. Assists the Superintendent in carrying out special projects and initiatives.
2. May act for the Superintendent in that individual's absence.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of general, fund and governmental accounting including financial statement preparation and methods of financial control and reporting.
2. Principles and practices of facility planning functions and activities.
3. Principles and practices of cost and fixed asset accounting.
4. Internal control and audit principles and practices.
5. GAAP and GASB accounting standards and requirements.
6. Principles and practices of public agency financing and budgeting.
7. District functions and associated financial, audit, procurement, contracting and grants administration issues.
8. Principles and practices of business data processing particularly related to the processing of accounting and financial information.
9. Federal, state and local laws, regulations, court decisions and District policies and practices applicable to areas of functional responsibility.
10. Principles, practices, laws and regulations governing the investment and management of public funds.
11. Practices and legal precedents governing commercial banking relationships.
12. Organization and functions of an elected board of trustees and law and regulations governing the conduct of public meetings.
13. Social, political and environmental issues influencing program/project development and implementation.
14. Principles and practices of sound business communications.
15. Research methods and analysis techniques.

16. Principles and practices of effective management and supervision.
17. District classified human resources policies and procedures and labor contract provisions.

Ability to:

1. Plan, organize and direct a broad range of financial, business and operational support programs and services that assist District achievement of strategy, goals and priorities.
2. Understand, interpret, explain and apply District policy and procedures and all applicable federal, state and local law and regulations applicable to District financial accounting, reporting and record keeping.
3. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
4. Present proposals and recommendations clearly, logically and persuasively in public meetings.
5. Represent the District effectively in negotiations.
6. Analyze complex operational and administrative issues, evaluate alternatives and make sound decisions on effective courses of action.
7. Evaluate financial programs, procedures and controls and implement recommendations for improvement.
8. Analyze complex financial data and perform complicated mathematical calculations.
9. Prepare clear, concise and comprehensive reports, financial statements, studies and other written materials.
10. Exercise sound, expert independent judgment within policy guidelines.
11. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
12. Establish and maintain effective working relationships with Board members, all levels of District management, other elected and appointed governmental officials, consultants, contractors, vendors, employees, media representatives and the public.

Education, Training and Experience:

A Master's degree in business, finance or a closely related field; and ten years of progressively responsible financial management experience. Experience or supplemental coursework in educational leadership is preferred.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Current and valid certification as a Certified Public Accountant may be substituted for a Master's degree in Business Administration.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; observe and interpret people and situations; analyze and solve complex operational problems; use math and mathematical reasoning; perform detailed work on multiple concurrent tasks; work with constant interruptions; work under intensive deadlines and interact with Board members, all levels of District management, other elected and appointed governmental officials, consultants, contractors, vendors, employees, media representatives and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works under typical office conditions and the noise level is usually quiet.

Board Approved: 2/15/2007

Effective: 7/1/2007