TITLE:	Supervisor	**REPORTS TO**:	Assistant Superintendent
DEPARTMENT:	Business Services	**CLASSIFICATION:**	Classified Management
FLSA:	Exempt	**WORK YEAR:**	245 Days
REVISED:	August 5, 2021	**SALARY RANGE:**	Classified Management Schedule

JOB PURPOSE STATEMENT:

Under the direction of the Assistant Superintendent/Designee, this position is responsible for implementing and administering comprehensive District fiscal procedures in the areas of Accounting, Budget and Finance, Purchasing and Warehouse; Assists with the planning, organizing, staffing, managing, directing, and evaluating all aspects of the District's Fiscal Support Services; Supervises the administration of contracting and purchasing functions, inventory, supply systems and the receiving/fulfillment aspects of the warehouse. Has knowledge of supply sources, performance specifications, bidding documents and procedures, contract and purchasing principles and procedures, marketing practices, legal requirements of government purchasing, technical and ethical standards of public purchasing and principles of supervision and management Administers the District's Property and Liability Administers the budget process, including Food Services, and District appropriations and expenditures; Oversees the districts Use of Facilities in accordance with the Civic Center Act with the exception of theater use. Directs the maintenance of the district's budget, supply accounts, charter school funds, Food Services funds and projections; Exercises control over expenditures for conformance to budget, accounting standards, and funding guidelines for district programs and funds; Provides technical expertise, information and assistance to decision makers; Supervises and evaluates the performance of assigned staff.

JOB REQUIREMENTS: QUALIFICATIONS

Knowledge of:

Knowledge of planning, organization, budget development process, and direction of purchasing and warehouse operations in a complex, multi-million dollar organization; Contemporary information technology systems, applications, and operations; Budget preparation and management; Regulations and procedures related to assigned areas of responsibility; Principles and techniques of purchasing, warehousing, inventory control, budget preparation/management and strategic financial planning; Financial techniques required to direct activities of a large-scale operation and Food Services; Civic Center Act and applicable laws. Oral and written communication skills; Principles and practices of administration, evaluation, supervision and training; Applicable laws, codes, regulations, policies and procedures; interpersonal skills using tact, patience and courtesy.

Ability to:

Ability to direct, coordinate and supervise the operations of the purchasing, warehouse, and accounting of a large public agency; review existing and pending legislation related to procedural guidelines and the District finance programs and recommend origination, modification, or support of legislative measures; Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations; Communicate effectively both orally and in writing; Speak publicly, interpret, apply and explain rules, regulations, policies and procedures; Establish and maintain cooperative/effective working relationships with others; Operate a computer and assigned office equipment; Analyze situations accurately and adopt an effective course of action; Meet schedules and time lines; Work independently with limited direction; Plan and organize work; Supervise and evaluate assigned staff.

Board of Trustees
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Superintendent
Dr. Doug Kimberly

Education Required:

Bachelor's degree in business/public administration, accounting, financial management or closely related field (required); Master's degree in business/public administration, educational administration, accounting, finance, or related field (desirable); Completion of courses in school fiscal administration and education (desirable).

Experience Required:

A minimum of three (3) years demonstrated experience in the areas of budget development/management, payroll systems, and accounting systems.

REPRESENTATIVE DUTIES:

(Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principle job elements.)

ESSENTIAL JOB FUNCTIONS (E):

- Assists the Assistant Superintendent and Director in the overall function and mission of the District's Fiscal Support Services Division while providing technical expertise, information, and assistance regarding assigned areas; Assists in the formulation and development of policies, procedures and programs; Advises Assistant Superintendent and Director of unusual trends or problems and recommends appropriate corrective action (E);

- Develops policies and procedures and design business processes within assigned functions; Develops and implement short and long term plans within assigned areas; Assists with the development of the District's cash flow (E);

- Supervise the review of purchase requests and determines method of purchasing goods and supplies in support of the goals of the district.

- Supervises the fulfillment functions of warehousing operations, including receiving, inventory, cost analysis, receipting, storage, and distribution.

- Abstracts of all bids received. Monitors the systems and processes associated with purchasing, warehousing, and distribution of supplies and materials.

- Develops internal contract and purchasing procedures for compliance with laws and publishes regulations. Evaluates the bids and determines contract award; resolving contract language with vendors when necessary. Advises staff regarding feasibility of proposed contract actions.

- Determines need for bid, payment and performance bonds and insurance.

- Maintains close liaison with vendors and initiators of purchase requests; supervises all purchasing functions. Prepares reports for presentation to district staff and supervisors.

- Supervises the disposal of surplus property, interprets and adheres to legal codes relating to purchasing and contracts, reviews requests for waiver of completion and makes recommendations to Assistant Superintendent or designate.

- Leads, plans and organizes functions related to the district's insurance program and property and liability.

- Audits and monitors expenditures associated with risk control; prepare and review budget reports.

- Acts as liaison between district and insurance companies, including coordinating and scheduling depostions and meetings.

- Coordinates, monitors and processes claims related to property and liability/vandalism throughout the district.
- Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files (E);
- Provides recommendations to the Assistant Superintendent and Director on matters in assigned area of responsibility (E);
- Serves as an advisor to the Assistant Superintendent of FSS and district personnel pertaining to various aspects of budgeting, audinting, and fiscal planning the in Food Services Department.
- Oversees and directs the preparation of Food Services budgets, reports, surveys, and statiscal analyses.
- Supervises fiscal control of the Food Service department, money collection, accountability systems, and banking, as well as analyzes revenues in relation to amounts anticipated and monitors expenditures in comparison with appropriations.
- Reviews periodic budget reports and expenditures to assure correct coding and fiscal protocols.
- Analyzes, monitors, and approves income, encumbrances, budget transfer requests, and expenditures to ensure fiscal solvency.
- Assists the Assistant Superintendent of FSS in reviewing, analyzing, and evaluating pending legislation, legal mandates, regulations, and guidelines related to Food Services.
- Leads, plans, organizes, manages, and directs the functions related to the budget development process through the State and County Programs (E);
- Assists the Director with the development and direction of budget analysis and expenditure reporting as required for internal management of District and by grantors of special categorical funding (E);
- Provides training, direction, technical, and analytical support to professional staff, district committees, principals, division and department heads (E);
- Prepares and assists with various Federal, State, and County required reports (E);
- Assists with the coordination of staff development for site clerical staff in association with communication of fiscal support services policies and procedures (E);
- Assists with the planning, organizing, and implementing of long and short-term programs and activities to improve assigned programs and services; Analyzes the district's financial position and develop recommendations for immediate and long range budget development (E);
- Establishes effective and ongoing communications with district administrators, representatives of County, State and Federal agencies and others to obtain budget and funding information related to a variety of District-related programs and services (E);
- Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel (E);
- Assists the Fiscal administrative team with the review, audit, observation, monitoring, counseling, assisting, and evaluating the performance of management and support personnel responsible for the various non-instructional service units, as assigned by the Assistant Superintendent (E);
- Establishes and maintains liaison with the County Office of Education (E);
- With the exception of the High School Performing Arts Centers, manages the District use of facilities under the Civic Center Act and insures space utilization is equitable, appropriate, and in compliance with property and liability requirements. (E);

- Promotes the district's Use of Facilities program as available and accessible to external clients. (E)
- Oversees fiscal aspects of the district's Use of Facilities program including receivables, expenditures, and related costs. (E)
- Provides analysis and reporting on fiscal aspects of the district's Use of Facilities program. (E)
- Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolves issues/conflicts; Exchanges information and Develops policies and procedures to encourage effective and efficient management controls; Attends and participates in a variety of staff development and meetings; Participates in/or coordinates professional growth activities (E);
- Provides leadership and expertise in assessing, identifying, formulating, and implementing the District's goals/objectives as well as maintaining and carrying out adopted policies of the Governing Board and District administration; Ensures the integrity and security of the data in accordance with state guidelines and District Board policies (E);
- Delegates functions and responsibilities to qualified assistants (if applicable) in such a manner that the total program operates effectively and provides professional development for personnel (E);
- Assures timely communications between assigned office and District employees; Resolves issues as appropriate; Diffuses difficult situations; Exercises independent judgment in the use and interpretation of District policies and procedures; Works independently with minimal direction (E);
- Works collaboratively with the Superintendent, Governing Board, Cabinet, District Office staff members, principals, faculty, staff and parents utilizing courtesy, tact, and diplomacy; Establishes and maintains effective and cooperative working relationships with those contacted in performance of duties (E);
- Maintains the confidentiality of information used in personnel issues and/or District functions (E);
- Establishes a communication network with other District/County-wide Fiscal Directors; Demonstrates a high visibility throughout the site and District, as well as strong, collaborative interpersonal skills (E);
- Ensures that visitors, including administrators, staff, parents, and the public are received by site staff members utilizing optimal customer service (E);
- Supervises and evaluates the performance of all assigned personnel in accordance with the District's adopted uniform guidelines for evaluation and assessment; Recommends appropriate action in cases of substandard performances and identifies/encourages/coaches individual staff members with leadership potential; Interviews, selects, and recommends transfers, reassignments, terminations and other disciplinary actions (E);
- Conducts meetings/conferences with faculty, staff, parents, and other community representatives (E);
- Attends and participates in Governing Board meetings and other meetings as required (E);
- Utilizes technology to maximize job performance; Prioritizes and manages a variety of complex tasks and analyzes situations accurately and adopts an effective course of action (E);
- Prioritizes and manages multiple tasks; Performs research and special projects as requested (E);
- Works independently, establishes and maintains project deadlines, manages multiple projects, works with a variety of individuals and groups, communicates orally and in writing, and travels to various locations (E);
- Operates a computer and assigned software programs; operates other office equipment as assigned; (E)
- Directs division efforts in technology modernization for fiscal operations; (E)
- Performs other duties as assigned. (E)

Licenses, Certifications, Bonding and/or Testing Required:

Valid CA Driver's License and evidence of insurability; Criminal Justice Fingerprint Clearance, and negative pre-employment drug screen test/negative TB results; Certifications from CASBO, CASH, and/or ACSA in school business administration, construction management, or labor relations (desirable)

WORKING CONDITIONS:

Environment:

- District office environment, warehouse, and school sites
- Demanding timelines
- Subject to driving to a variety of locations to conduct work during the day, evening, and weekend hours
- Subject to frequent interruptions and extensive contact with students, staff, parents, and the community
- Indoor and outdoor environments

Physical Abilities:

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties
- Hearing and speaking to exchange information in person and on the telephone
- Visual ability to read and to prepare/process documents and to monitor various services and personnel
- Sitting for extended periods
- Standing for extended periods
- Walking over rough or uneven surfaces
- Climbing and occasional use of stepladders
- Physical activity may be required, which could include moderate lifting

Hazards:

- Extended viewing of computer monitor
- Working with and around office equipment having moving parts
- Ability to respond to emergency calls at night or on the weekend

In compliance with the Americans with Disabilities Act, the Lake Elsinore Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Division of Personnel Support Services.