

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: ASSISTANT SUPERINTENDENT, BUSINESS SERVICES

BASIC FUNCTION:

Under general administrative direction, plans, organizes, directs and administers the Business Services functions of the District including technology information services, food services, purchasing, warehousing, capital improvement, risk management, budget, accounting, payroll, insurance, maintenance, operations and transportation; provides advice, technical expertise and assistance to the Superintendent on matters regarding District business, finance, contract administration, school site acquisition, sales and building programs, and facilities management; supervises and evaluates the performance of assigned staff.

ESSENTIAL AND REPRESENTATIVE DUTIES:

Perform responsible administrative duties as the chief business and financial services official of the District; provide technical expertise, advice and consultation to the Superintendent and the Board of Trustees regarding the District's business operational and financial position; develop long-range financial planning, and prepare written forecasts of projected income and expenditures for planning use by the Board of Trustees.

Participate as a member of the Superintendent's Cabinet; represent the school district at conferences, conventions, and at public hearings on matters relate to the school district, e.g., municipal zoning, community development, etc.

Plan, organize, coordinate, direct and manage the Business Services Division of the District to ensure efficient and cost effective-operation.

Organize, direct, and coordinate a variety of District functions such as accounting, budgeting, contractual relations, construction and facilities management, purchasing and warehousing, maintenance, operations and transportation, food services, technology information services, risk management, and the acquisition and disposal of real property.

Prepare and administer the Business Services Division budget; prepare budget guidelines and direct the preparation of the District's annual budget; advising the Superintendent and Board relative to policy and school finance; administers the District's annual budget and transfers of such funds as are necessary to accomplish the approved financial objectives of the school district.

Supervise and evaluate the performance of assigned staff; initiate and review recommended disciplinary actions and terminations of personnel assigned to the Business Services Division; select, coordinate, and direct subordinates, and recommend appropriate staffing levels.

Establish and maintain an on-going financial auditing system; arrange for and coordinate appropriate reports as necessary.

Plan, develop, and direct the implementation of administrative procedures and divisional policies, goals and objectives; prepare and make recommendations to the Superintendent on matters relating to District policies, Board Agenda items and organizational or operational changes.

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Interpret, apply and ensure compliance with a variety of statutes, laws, codes, regulations, and legal requirements related to the financial operations of the District, assuring compliance with law, county requirements and professional accounting standards; monitors existing and proposed legislation related to school finance and other business functions.

Arrange for inspection of facilities and grounds by District employed contractors and public safety officials to assure compliance with a variety of building and safety regulations and codes. Administer the use of school facilities by various organizations in accordance with school board policies.

Coordinate and administer a land and building use program; prepare appropriate documents for land, facility, and equipment acquisition, renovation or disposal; act as authorized agent in making authorized business and financial commitments on behalf of the District.

Communicate and work with other public agencies; maintain effective working relationships with Federal, State, County, City, and District officials, and the general public.

Assure the proper preparation and maintenance of accurate records, files, and reports related to the District's financial transactions and business operations; assure the timely completion of County, State, and District reports.

Prepare resolutions for the Board; and represents the Board with regard to real property and equipment.

Provide financial data and advises on the financial and operational aspects of labor contract negotiations.

Plan, develop, and coordinate training programs and related activities for Division personnel; develop and direct the preparation and distribution of instructions, manuals, guidelines and procedures related to the Division's operations and activities.

Perform other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

- Supervision:
- 1) Reports to and receives direction from the Superintendent.
 - 2) Direct supervision of the following positions: (a) Accounting Supervisor, (b) Supervisor, Maintenance and Grounds, (c) Director of Child Nutrition and Food Service Programs, (d) Director of Purchasing and Financial Services, (e) Director, Technology and Information Services, (f) Director, Facilities Planning, (g) Building Services Supervisor, and (h) Transportation Supervisor
- Internal Contacts:
- Continuing contact with all schools and departments, district employees, administrative staff, and members of the Board of Trustees. Is a member of the District's Executive Council.

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External Contacts: Continuing contact with Orange County school officials, city and county officials, and officials of other school districts.

Frequent contact with state officials, representative of public and private agencies, consultants, attorneys, vendors and others.

KNOWLEDGE OF:

Principles, practices, and methods of modern public administration and business management; objectives and operating techniques of a school district.

Principles and established practices for accounting, budgeting and purchasing in a public school district. Accounting and auditing procedures and reports required by federal, state, county, and other governmental agencies.

Capabilities and limitations of modern electronic data processing applications for use as business management tools.

Materials, methods and practices related to the construction, maintenance, operation and repair of schools and other school district buildings.

Laws, codes, regulations, and other legal requirements related to school business services functions.

Budget preparation and control.

Public and community relations skills.

Interpersonal skills, including the use of tact, patience, and courtesy.

Principles and practices of administration, supervision, and training.

ABILITY TO:

Serve as the chief business and financial services official of the District. Provide the technical advice and expertise to the Superintendent and the Board regarding business services functions.

Plan, organize, and direct a broad-based business management program.

Analyze, interpret, apply, and assure compliance with the various laws, policies, regulations and legislation governing the District's financial transactions and operations.

Prepare and administer District budget and other complex financial operations.

Prepare written materials including the description of conditions, services, and stipulations appropriate for inclusion in contracts, as well as narrative and statistical reports.

Negotiate for, coordinate and facilitate the timely completion of services to meet the space and transportation needs of the District.

Coordinate a variety of complex technical operations involving efforts of multiple specialized units.

Select, supervise, evaluate, and direct the activities of professional and other assigned staff.

Analyze situations accurately and adopt an effective course of action.

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Establish and maintain cooperative and effective working relationships with others.

Prepare and deliver oral presentations.

Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a bachelor's degree from an accredited college or university in accounting, business, public administration, or a related field, and five (5) years of increasingly broad and responsible business and financial management experience in a school district.

LICENSES AND OTHER REQUIREMENTS:

A valid California Driver's License.

PREPARED BY:	Classified Personnel Department	DATE: 7/88
REVISED BY:	Board of Trustees	DATE: 8/4/88
APPROVED BY:	Personnel Commission	DATE: 8/4/88
REVISED BY:	Personnel Commission	DATE: 9/25/01

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