Position: Associate Superintendent/CBO	FLSA: Exempt	Work Days: 223
Reports to: Superintendent or Designee	Salary: Contracted Management Salary Schedule	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

The Associate Superintendent / Chief Business Official (CBO) provides executive leadership, direction, and oversight of all District business, fiscal, operational, and support services. This position may be responsible for planning, organizing, directing, and evaluating all business functions of the District, including budget and financial management, accounting, payroll, purchasing, warehousing, risk management, attendance accounting, technology systems, food services, facilities, construction, and other operational services in accordance with state and federal law, Board policies, and administrative regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise, support, and evaluate staff as assigned; foster a culture of accountability, collaboration, and professional growth.
- Provide leadership aligned with the District's Vision, Goals, Core Values, and Theory of Action for Student Success.
- Plan, organize, and oversee assigned functions to support effective operations, continuous improvement, and alignment with district priorities.
- Use data and evidence to inform decision-making, monitor progress, and drive outcomes through the Cycle of Continuous Learning and Improvement (CCLI).
- Promote equitable access to programs and services and inclusive practices that support the success of all students.
- Maintain compliance with applicable laws, regulations, policies, and collective bargaining agreements.
- Oversee and/or support budgeting, resource allocation, and strategic planning efforts to advance district goals (as applicable).
- Promote safe, positive, and productive learning and working environments.
- Provides executive leadership and oversight for all District business, operational, and support services.
- Serves as a member of the Superintendent's Cabinet and advises the Superintendent and Board of Trustees on fiscal, operational, and business matters.
- Plans, organizes, directs, and evaluates District financial operations including budget development, accounting, payroll, accounts payable, purchasing, and financial reporting.
- Leads the development, implementation, and monitoring of the District's annual budget and long-range financial plan.
- Oversees cash flow management, investments, and overall fiscal stability of District funds.
- Directs and supervises operational services which may include transportation, nutrition services, facilities, maintenance, construction, warehousing, and technology systems.
- Oversees risk management and insurance programs, ensuring compliance with applicable requirements and participation in appropriate joint powers authorities.
- May provide oversight of facilities planning, including modernization, renovation, new construction, and site acquisition projects.
- Negotiates, executes, and manages District contracts, leases, and agreements, including surplus property transactions.
- Ensures compliance with all applicable federal, state, and local laws, including California Education Code and financial reporting requirements.
- Monitors and analyzes legislation and regulations impacting school finance and operational services.
- Prepares and presents financial, operational, and analytical reports and recommendations to the Superintendent and Board of Trustees.
- Serves as a financial advisor to the District's collective bargaining and negotiation teams, providing cost analysis and fiscal impact data.
- Assists in District-wide staffing and organizational planning in collaboration with Human Resources and Cabinet leadership.
- Provides leadership for continuous improvement of business systems, policies, procedures, and operational efficiency across all departments.

- Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- Principles and practices related to the technical aspects of the assigned department.
- Federal, State, and local laws, regulations, Education Code provisions, and collective bargaining agreements applicable to assigned departments.
- District organization, operations, policies, goals, and objectives.
- Recordkeeping, office organization, and standard administrative practices.
- Proper English usage, including grammar, spelling, punctuation, and vocabulary.

Ability to:

- Communicate effectively orally and in writing and build effective working relationships with diverse audiences, including staff, students, families, community partners, and stakeholders.
- Exercise sound judgment in problem-solving, conflict resolution, and decision-making.
- Adapt to changing priorities and organizational needs with flexibility and professionalism.
- Manage budgets and allocate resources in alignment with district priorities, as applicable.

PHYSICAL ABILITIES

Positions in this classification typically require the following physical abilities to successfully perform the essential functions of the job, with or without reasonable accommodation:

- **Mobility:** Ability to sit, stand, and walk for extended periods of time. Ability to move throughout district facilities, school sites, offices, warehouses, and community locations as required.
- **Manual Dexterity:** Sufficient fine motor skills to operate a computer, keyboard, mouse, tablet, telephone, and other standard office equipment. Ability to write, type, review, and prepare documents accurately.
- **Vision:** Ability to read printed materials and electronic documents, review data, and analyze reports. Adequate visual acuity to utilize computer screens for extended periods and observe site conditions.
- **Hearing and Speech:** Ability to hear and understand conversations in person, over the telephone, and through virtual platforms. Ability to speak clearly to participate in meetings and direct communication with individuals and groups.
- **Lifting/Carrying:** Ability to occasionally lift, carry, push, or pull materials and equipment typically up to 25 pounds.
- **Reaching/Bending/Stooping:** Ability to bend, stoop, reach, and stretch as required.
- **Travel:** Ability to travel between district sites, community locations, and external meetings. May require operation of a personal or district vehicle.
- **Work Environment Tolerance:** Ability to work in standard office settings as well as school, operational, warehouse, or outdoor environments, which may include moderate noise levels and varying temperatures.
- **Extended Work Hours:** Ability to work extended hours, evenings, and occasional weekends as required for meetings, events, emergencies, or operational needs.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to a Master’s degree from an accredited college or university with major course work in business administration, public administration, finance, accounting, education administration, or a related field.
- Experience: Seven years of increasingly responsible experience in public school district or public agency business, fiscal, or operational services, including at least five years in a senior leadership capacity (e.g., Director, Executive Director, Assistant Superintendent, or equivalent) with responsibility for districtwide budgets, financial management, and/or multiple operational departments.

LICENSES AND CERTIFICATES

- Valid California driver’s license required