Assistant Superintendent Chief Business Officer

Purpose Statement

The job description for Executive Director of Business Services was created for the purpose/s of planning, organizing, implementing, and controlling the District's Business Services including fiscal services, maintenance and operations, facilities, food service, transportation and other assigned functions; assist in the formulation of policies relating to the business and financial operation of the District.

Essential Functions

- Manages, directs and integrates the broad, comprehensive business services of the school district as a collaborative district team leader
- As student-focused problem solver, recommends business and financial policies to the Superintendent Chief Learning Officer and Board of Trustees in support of the District's mission, vision and values while ensuring integrity of the District's financial reports and solvency in accordance with state and federal law
- Plans, organizes, directs and evaluates activities and personnel of Fiscal Services, Budgeting, Food Services, Facilities, Maintenance and Operations, Transportation Services, Purchasing Services, Print shop, Warehouse and Delivery
- Supervises and evaluates the Directors of Fiscal Services, Facilities, Maintenance and Operations, Food Services and Transportation; provides and assures adequate and proper in-service training for personnel regarding business services; recommends employment of facilities, maintenance and operations, food services, transportation, fiscal services and budgeting personnel
- Serves as a member of the Superintendent's Executive Cabinet; disseminates and communicates district fiscal activities and collaboratively builds consensus among cabinet members, principals, and other stakeholders with regards to financial aspects and impact on student programs and student achievement
- Provides internal consultation services and recommends financial and business policies to the Superintendent Chief Learning Officer and Board of Trustees
- Implements and evaluates programs, plans, processes, systems and procedures to achieve district goals for business services; initiates, integrates, deploys and monitors short and long-term business and fiscal services strategic planning programs, goals and objectives, which support the educational mission of the district
- Implements collaborative leadership style and training in all areas including, but not limited to staff development, and decision making, as appropriate
- Provides support to district divisions and school sites, and internal and external stakeholders in assessing the financial impact of legislation, ballot measures, negotiations and related matters; directs and participates in the analysis of impending legislation and draft and recommends new and revised legislation language to assure business and financial services laws which enhance the district's educational mission
- Assures compliance with local, state and federal laws relating to school business functions, construction and reconstruction, financial accounting, and related activities
- Directs and manages the district's insurance program and employee fringe, health and welfare benefits
- Analyzes, develops and reviews reports of findings, alternatives and recommendations involving a broad range of revenue, financing, business operations, financial planning and financial and business management issues; makes presentations and gathers input as needed from district management, Board of Trustees, district employees, parent groups and others regarding district financial and business status and operations
- Participates in collective bargaining negotiations and advises district administration regarding financially related issues and impacts
- Attends board meetings, presents items to the School Board and serves as a resource at board meetings

- Informs Superintendent Chief Learning Officer and Board of Trustees on matters concerning the fiscal status of the district, both short and long term
- Develops and updates short and long range projections for student enrollment and residential, commercial and industrial construction rates
- Develops and implements school construction budget with the Director of Facilities, Maintenance and Operations
- Monitors and administrates district debt repayment program
- Appraises the district's financial issues periodically reporting on districts financial stability that includes long and short term cash flow
- Provides creative solutions for stakeholder issues and concerns
- Other related duties as assigned

Job Requirements & Skills

Skills, Knowledge & Abilities

Knowledge of state, federal and local laws, regulations and court decisions applicable to school business operations and financial management; effective resource management and how it affects student outcomes and the teaching and learning environment; principles and practices of public administration, intergovernmental relations, school business operations and financial management, negotiations and collective bargaining, effective leadership, management and supervision, collaborative decision making and leadership; principles, practices, tools and techniques of statistical analysis and project management; principles, theories and practical application of construction and reconstruction bond funding, federal special funding programs and grants and public agency budgeting techniques; techniques and principles of high-quality customer service, customer relationship management and internal consulting concepts and practice.

Ability to plan, direct and integrate a broad range of complex business and financial planning, budgeting and service programs and activities in support of the District's instructional program; deliver a high-level of customer service to district stakeholders; oversee construction and reconstruction of facilities, master plan, asset management, and management of property; oversee preparation and monitoring of district budgets; analyze processes and problems, identify opportunities for improvement and follow through on changes, in a timely and consistent manner; use collaboration techniques; communicate effectively and conduct and participate in meetings; prepare and present complex data in written and oral reports, and represent the district in a variety of public settings and other governmental agencies regarding the district budget, facilities, and asset management; provide leadership by building, directing and motivating a diverse workforce at all levels in the organization; understand, interpret, apply and explain complex state and federal policy, law, regulation and court decisions applicable to school business and financial operations; provide internal consultation services for business and financial services to the Superintendent Chief Learning Officer, Board of Trustees, and district departments.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity to operate a computer keyboard and standard office equipment, hearing and speaking to exchange information and make presentations; seeing to read a variety of complex financial records and reports. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience:
Five years of progressive experience in three or more operational areas of business and/or financial operations management in and educational institution, government agency, or other entity with an annual budget of $25 million or greater is required including two years direct management or supervision of professional staff. Masters degree in one of the education-identified fields may substitute for one year of required experience.

Certificates & Licenses:
None Specified

Education:
Bachelor's degree in Finance, Accounting, Business Administration, Public Administration, or related field is required.

An MBA, MPA, or Masters in School Business Administration, and/or CPA licensure is desirable.

Clearances:
DOJ/FBI Fingerprint Clearance
TB Clearance
Drug Screening

Additional Qualifications
Ability to travel to other sites/locations

Supervision
Superintendent Chief Learning Officer

Required Testing
Successful Completion of Pre-Employment Process

Continuing Education/ Training
Training attendance at workshops as appropriate

Salary Grade
Executive Management Salary Schedule

Work Year
225