

# JOB DESCRIPTION

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## ASSISTANT SUPERINTENDENT BUSINESS SERVICES

**CLASSIFICATION:** CLASSIFIED MANAGEMENT  
**LOCATION:** DISTRICT OFFICE or as assigned

**WORK YEAR:** 12M/247D/8H  
**SALARY SCHEDULE:** Contract

**SUPERVISION RECEIVED:** SUPERINTENDENT

**SUPERVISION EXERCISED:** Management, Confidential and Classified staff assigned to the Business Services section.

### A. General Description of Position Goals:

Under the general supervision of the Superintendent plans, develops, organizes, manages, directs and evaluates the accounting, budgeting, purchasing, transportation, facilities planning and construction, maintenance and operations, security and safety, and child nutrition services of the District.

### B. Essential Job Functions

1. Serves as the chief financial advisor (**Chief Business Official**) to the Superintendent, Board of Education and District personnel, including handling of all funds, accounting and reporting procedures, and long range planning.
2. Prepares and administers the annual budget.
3. Aids the Superintendent and Cabinet in identifying and establishing organizational goals and objectives in the development of strategies and feasibility planning to ensure achievement of the District mission.
4. Provides expertise and leadership in the identification, allocation and management of the organization's monetary resources.
5. Plans, organizes, develops and recommends budget and financial related goals, objectives, standards and policies.
6. Plans, organizes, develops, directs and administers internal operational procedures for business services.
7. Plans, organizes, directs and manages the preparation and presentation of various fiscal reports, income and expense projections and forecasting the periodic status of the District's financial condition.
8. Plans, organizes, directs and manages the District's budget planning process which includes the analysis of data in historical, current and forecasted form.
9. Administers, supervises, reviews, audits, inspects, observes, counsels and assesses the performance of assigned Certificated and Classified managers and staff responsible for the various internal operational units.
10. Plans, organizes and maintains independent evaluation and audit programs to ensure that the District funds, accounts, services and products are maintained in accordance with District standards and guidelines.
11. Works to maintain effective District/Community relations and interprets the financial concerns of the District to the community.
12. Serves on the District collective bargaining teams and provides financial data as it relates to the District financial status.
13. Negotiates and executes contracts for the District.
14. Represents the District in a variety of legal, contractual and other business matters.

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15. Develops and administers a program for the purchasing of supplies and equipment.
16. Serves as a resource person in the development of grant proposals regarding financial aspects.
17. Manages the District's real estate programs.
18. Plans and coordinates the accounting functions of the District.
19. Attends all regularly scheduled Board meetings and special meetings and presents financial reports for information or action as requested by the Superintendent.
20. Directs and is accountable for the maintenance of an attendance accounting system for all schools and the submittal of required reports.
21. Works collaboratively with Educational Services, Human Resources and Administrative Services divisions.
22. Serves as the District's chair of the Budget Review Advisory Committee and the Fringe Benefit Committee.

### C. Other Job Duties and Responsibilities

1. Represents the District, when so assigned, in social, organizational, ceremonial, political, legislative or other functions in city, county, regional, State and Federal affairs, including meetings, communications and decision making.
2. Handles the administrative aspects of all school elections.
3. Assures all management personnel assigned to the division are current on the skills and knowledge needed in their specific assignments.
4. Performs other related duties as required and assigned.

### D. Job Requirements/Qualifications

1. Experience: Five years increasingly responsible experience in school business administration.
2. Education: Any combination equivalent to a bachelor's degree in business administration, public administration, or other related field.
3. Other Licenses, Certifications, Bonding, and/or Testing:
  - Department of Homeland Security I-9 Form completion
  - TB Test Clearance
  - Criminal Justice Fingerprint Clearance
  - Must possess a valid California Driver's License during the course of employment. Must be insurable at standard rates and maintain such insurability during the course of employment.
  - Must be bondable
4. Knowledge of:
  - Philosophical, fiscal, economical and legal aspects of California public school district education.
  - The California Education Code with relation to school business
  - California school accounting and fiscal record management guidelines and regulations
  - Legislation pertaining to school finance
  - Trends in public education
  - Fiscal record retention and management, storage and retrieval systems
  - School architecture
  - Various modern technologies used in business, building, financial/accounting practices, food services and transportation
  - Human relations processes

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- Evaluation techniques commonly utilized in determining program and personnel performance effectiveness
- Conflict resolution and coalition building processes
- Interpersonal skills using tact, diplomacy, discretion, patience and courtesy
- Leadership techniques

### 5. Ability to:

- Manage, lead and direct functions of the District's Business Services division
- Plan, organize, manage, audit and control the District's monetary resources
- Write specifications for purchasing
- Interpret the California Education Code and other related codes, legal documents, building codes, architectural plans, and blue prints
- Analyze and interpret financial/operation data
- Identify and correct areas of inefficiency
- Work effectively in a multi-ethnic setting
- Work independently and/or in a team setting
- Communicate effectively, orally and in writing, with individuals from varied educational, cultural and experiential backgrounds regarding a variety of complex fiscal, educational, organizational and legal matters
- Establish and maintain cooperative working relationships with others
- Perform a variety of specialized and responsible tasks
- Demonstrate effective administrative leadership
- Analyze situations accurately and adopt an effective course of action
- Maintain records for preparation of reports
- Plan, organize and prioritize
- Use a computer and iPad
- Meet schedules and deadlines
- Be flexible, use mature judgment, and decisiveness
- Exercise confidentiality

### E. Working Conditions

#### **Environment**

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

- Office environment or occasional work site visits
- Usual work in low to moderate noise levels
- Subject to frequent interruptions and daily contact with others during work day

#### **Physical Abilities**

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

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- Constant: mobility
- Constant: use of voice in face to face speaking and with a telephone
- Constant: use of close (to see a computer monitor) and distant vision (for driving a motor vehicle), color vision, peripheral vision, depth perception and the ability to focus
- Constant: hearing acuity for conversations and other sounds
- Occasional: sitting, standing, walking, twisting, stooping or bending over
- Occasional: handling, grasping and feeling objects; repetitive use of dominant hand; fine dexterity with both hands; gross muscle use of arms and legs
- Occasional: climbing, reaching overhead-above the shoulders and horizontally, crouching, kneeling, balancing
- Occasional: pushing or pulling, lifting or carrying, individually or with assistance up to 25 lbs.

### **Hazards**

The hazards described here are representative of those that may be encountered in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasional: work at a school site in close proximity to young people who may have communicable illnesses
- Occasional: work at a food service or transportation facilities near equipment subject to high heat, large machinery with constant moving parts, large vehicles or grounds equipment having sharp blades and gasoline motors
- Frequent: exposure to stairs, ramps or uneven ground; working around and with equipment having electrical connections and moving parts
- Occasional: exposure to dusts and pollens
- Seldom: contact with poisons or toxic substances/materials
- Seldom: contact with distraught or abusive individuals
- Extended: viewing of a computer monitor