



**CLASSIFIED  
Job Class  
Description**

Equal  
Employment  
Opportunity

**ASSISTANT SUPERINTENDENT, BUSINESS SERVICES**

**DEPARTMENT/SITE: BUSINESS SERVICES**

**SALARY SCHEDULE: Management (Group 12)**

**LEVEL: Range 01**

**WORK YEAR: 12 Months**

**REPORTS TO: SUPERINTENDENT**

**DATE CURRENT JOB DESCRIPTION APPROVED:**

Board of Trustees effective:..... 11/12/2020

**JOB GOAL/PURPOSE:**

To provide leadership in the development, operation and coordination of the District’s Business Services, Child Nutrition Services, Facilities, Maintenance and Operations, District Capital Programs and Child Development Center Departments; facilitate communication between these departments and the District HR Department.

**DISTINGUISHING CHARACTERISTICS**

The Assistant Superintendent, Business Services is a member of the Superintendent’s cabinet and leadership team; the class is responsible for the vision, planning, implementation, operation and reliability of major core District support programs.

**ESSENTIAL FUNCTIONS, TASKS AND DUTIES:**

- Plan, assign, review, evaluate, manage and direct the District's Business Services, Child Nutrition Services, Facilities and Maintenance and Operations, and Child Development Center Departments.
- Directly responsible for the implementation and maintenance of the District's computerized fund accounting system.
- Prepare monthly and special financial statements for internal use and for the Board of Trustees.
- Prepare County and State mandated financial reports, following all state and government guidelines.
- Assist in developing the annual budget and long-range financial planning. Audit and exercise budgetary control over payment of bills, invoices, purchase orders and other claims against the District.
- Analyze audit reports, prepare written responses, develop, and implement any modification to accounting systems; supervise and direct procedures for collection of fees and revenues.

- Supervise treasury functions including receipt, custody, and deposit of moneys for the revolving cash, clearing, and student body accounts.
- Supervise accounts payable, accounts receivable, payroll, purchasing, and categorical specialist personnel.
- Keep informed of developments in the field of financial accounting and conduct special administrative studies when assigned; ensure the achievement and/or maintenance of compliance with education, state and federal codes, statutes, regulations and policies; recommend corrective actions for implementation.
- Work closely with the Director, Facilities and Maintenance and Operations, on all school construction and modernization projects.
- Administer contracts with outside agencies; secure related approvals for school construction in the state of California.
- Review legislation and legal interpretations affecting school business operations including facilities construction and modernization.
- Maintain positive communication with all site and department administrators; serve as a resource to District and site administrators regarding the evaluation and efficiency of operational systems and services.
- Conduct school site visitations to determine quality of services rendered by the Business Services Department.
- Develop student demographic and enrollment projections to ensure schools and departments are adequately staffed.
- Supervise the Risk Management program of the District.
- Supervise the coordination and maintenance of the District's insurance program including fire, casualty, liability and student accident plans.
- Develop, coordinate, and supervise new programs or projects as authorized by the Superintendent or the Board of Trustees.
- Prepare agenda items for the Board of Trustees' meetings and complete the follow-up process for such items after Board action.
- Attend all Governing Board meetings and advise them of the business responsibilities and liabilities of the District; prepare Board agenda items.
- Provide support to the Superintendent with one-time, long-term, or ongoing special projects as needed.
- Develop and recommend to the Superintendent appropriate changes to District policy.
- Serve as the Superintendent's representative with citizen groups and political subdivisions of city, county and state government; work with governmental and corporate agencies.
- Work with Association representatives in maintaining healthy communication.
- Serve as the liaison with the Independent Citizens Oversight Committee (ICOC).
- Develop and sustain relationships with the city and other local governmental agencies.
- Perform other functions, duties and tasks related to this class as assigned.
- Identify and analyze problems and propose plausible solutions;
- Make decisions and be responsible for those decisions;
- Communicate effectively, both orally and in writing with staff, students, parents and district administration; and,
- Schedule, supervise, and evaluate the work of others.

## **JOB QUALIFICATIONS /REQUIREMENTS:**

*(At time of application.)*

### **Knowledge of:**

- Theory and practice of modern school business management, personnel management, payroll management, building construction, maintenance and operations, accounting, purchasing, contracts, health and welfare benefits and insurance
- District policies and administrative regulations
- Business management principles
- Budget preparation and control
- Applicable school finances, California school and contract law, budget development and administration and forecasting
- All related capital programs laws and regulations (e.g. CDE, DSA, DTSC, OPSC, CEQA, LCAP , LCEFF).
- Effective managerial skills as they relate to school administration
- Principles of organization, management, systems analysis, budgeting, staff development, and communications
- Accounting equipment, practices, and procedures
- Modern office methods; computers

### **Skills:**

- Manage multiple projects simultaneously
- Articulate a strategic vision for the District's Business Services, Child Nutrition Services and Child Development Center Departments that supports the overall District Strategic Plan
- Collaborate with other District leaders and program managers to identify and maintain current and future support needs

### **Ability to:**

- Provide leadership and direction to areas of responsibility
- Communicate effectively orally, in writing and through presentations
- Establish and maintain effective financial controls and records
- Anticipate courses of action and to make clear recommendations to the Superintendent and Board based on sound educational and fiscal considerations
- Plan, organize, and direct the work of accounting personnel
- Analyze problems and prepare clear, concise written and oral reports; operate accounting office equipment and machines
- Establish and maintain positive working relationships with other administrators, school site personnel, and other District departments
- Identify and analyze problems and propose plausible solutions
- Merge the responsibilities of administrative services with the instructional priorities of the District
- Make decisions at the appropriate level under the district's decision-making model
- Work effectively under pressure and stressful situations

## **EDUCATION REQUIRED:**

Bachelor's Degree with emphasis in administration, supervision, and business/accounting. Training or coursework in accounting, business administration, or personnel administration. Advanced degree preferred

**EXPERIENCE REQUIRED:**

Five years effective leadership experience in school finance or school district administration

**LICENSE(S) REQUIRED:**

- Possession of a valid California driver’s license and remain insurable at the District’s standard insurance market rate. Current DMV report

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District’s applicable proficiency exam (e.g., written test, oral interview or work sample) for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative pre-employment drug screen test at District’s expense
  - Pre-employment physical exam at District’s expense
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is primarily indoors in an office environment or a school site, and occasionally requires sitting for extended periods