

RIALTO UNIFIED SCHOOL DISTRICT

LEAD BUSINESS SERVICES AGENT

Management Job Description

DEFINITION

Under general direction of the Superintendent, is responsible for the administration of the budget, fiscal planning, purchasing, warehousing, transportation, accounting, insurance program, food service, attendance accounting, facilities, maintenance and operations, and risk management.

SUPERVISION RECEIVED AND EXERCISED

- Receives administrative direction from the Superintendent.
- Exercises direct supervision over designated management, administrators and other assigned certificated and classified staff.

ESSENTIAL DUTIES

- Assists the Superintendent with administrative details and operations responsibilities.
- Serves as a member of the Superintendent's Innovation Team and attends Board of Education meetings as a resource to the Board.
- Provides accurate, timely budget information to the Superintendent and the Board of Education.
- Develops, evaluates, and makes recommendations to the Superintendent regarding administrative policy governing the operation of Business Services.
- Reviews, observes, and monitors the performance of personnel for the service areas within the Business Services Division.
- Provides direction, supervision, systems development, monitoring of the District's budget, accounting, payroll, warehousing, purchasing, facilities, inventory control, energy management, transportation, nutritional services, and print shop.
- Responsible for all District contract agreements.
- Provides leadership, direction, and support to ensure approved programs are fully implemented and ensures the effective, and legal compliant utilization of all funds.
- Makes recommendations to the Superintendent on matters of policy; develops administrative regulations to implement statutory requirements and policies of the Board; assists District and site administrators to ensure board policies are executed; and interprets policy as appropriate.
- Works collaboratively with District administrators and staff.
- Assists the Superintendent in establishing and implementing goals and objectives for the District, as directed by the Superintendent and provides evaluation of the progress towards achievement of those goals and objectives.
- Assists the Superintendent in the development of long and short range studies and in projecting the future needs of the District.
- Evaluates administrative personnel as assigned.
- May assist in the employment, observation, and evaluation of assigned District personnel.
- Ensures effective communications are maintained with parents, students, community and staff.
- Negotiate contracts with outside organizations such as building insurance, auditing, financing, legal, and others.
- Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities; prepare budget, financial, tax, attendance and other reports as assigned.
- Assumes responsibility for budget development, control, and long-range financial planning.
- Develops and administers a program for purchasing contract service, supplies and equipment.
- Develops a facility expansion and maintenance program and supervises plant construction.
- Administers, through the Lead Nutrition Services Agent, the cafeteria services and the school lunch program.
- Establishes and supervises a program of accounting and reporting for the financial affairs of the District.
- Assumes responsibility for attendance monitoring procedures/practices for all employees.
- Manages the District's real estate and Insurance programs.
- Supervises the development of required financial reports as required for all funds.
- Consults with the Superintendent and other personnel on questions relating to the District's business affairs.
- Prepares and submits reports and other documents as required to the Superintendent and the Board of Education.
- Performs related duties as assigned by the Superintendent.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience and Education:

- Bachelor's degree from an accredited university in education, business management/administration, or accounting.
- Five years (5) of administrative experience, at the director level, in fiscal and/or operational management including fiscal analysis, budget planning and preparation, and the management of fiscal records and operational support units.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to walk.

WORK 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. The noise level in the work environment is usually moderate.

Work area requirements:

Office area. Ability to traverse any part of a 10-20 acre campus which would include asphalt, ramps, sidewalks, grass, baseball field, track, blacktop.

Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hours
Frequently/Medium - 3 to 6 hours
Constantly/High - 6 to 8 hours plus

Stooping: Occasionally
Bending: Occasionally
Lifting: Occasionally
Reaching: Occasionally
Handling: Frequently
Grasping: Frequently
Fingering: Frequently

Kneeling: Occasionally
Sitting: Occasionally
*Driving: Occasionally
Walking: Frequently
Push/Pull: Occasionally
Standing: Occasionally
Carrying: Frequently

Frequent motion:

Twisting: Frequently
Elbow flexion/extension: Frequently
Forward should/neck flexion: Frequently
Reaching below shoulder level: Frequently

Wrist flexion: Frequently
Reaching to shoulder level: Occasionally
Reaching above shoulder level: Occasionally

Sensory requirements:

Ability to see: Constantly
Ability to hear: Constantly
Ability to talk: Constantly
Ability to smell: Constantly
Ability to touch: Constantly

Must be able to deal with these environmental considerations:

Heat: Occasionally
Noise: Frequently
Moisture: Occasionally
Working in close quarters with others: Yes
Working inside: 95% of the day
Odor: Low
Humidity: Low
Fluorescent lights: Constantly
Floor may be slippery at times: Low
Working outside: 5% of the day

This job requires:

Alertness: Constantly
Recall of names and dates: Yes
The use of two hands: Constantly
Ability to work in temperatures down to 40 degrees and up to 110 degrees
Attention to detail: Constantly

Ability to deal with psychological factors:

Team work: Yes	Frustration: Medium
Repetitive tasks: High	Level of responsibility: High
Must keep up with schedule: High	Flexible: Yes
Able to work overtime as needed: Every day	

Physiological factors:

Have a high level of consciousness: High all day	Orientation to time, place, or person: Yes
Ability to read at 12 th grade level: Yes	Ability to comprehend and follow directions: Yes
Able to keep up a high activity level during the shift: Yes	

****Possession of a current California Driver's license, a DMV printout and the ability to be covered by an auto insurance company is required.***

Approved: April 2021

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RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**