
Position:	Assistant Superintendent, Business Services	FLSA:	Exempt
Department/Site:	Administration		
Reports to/Evaluated by:	Associate Superintendent, Administrative Services	Salary Schedule:	Admin. Management

SUMMARY

Under administrative direction, the purpose of the position is to ensure that district wide processes and procedures are integrated and implemented consistently for business affairs of the District. Manages the financial resources available to the District in a manner leading to a maximization of resources devoted to educational services.

DISTINGUISHING CAREER FEATURES

This position serves as the chief accounting and general services officer of the District, responsible for integrating services that support the delivery of education. Under the direction of the Associate Superintendent, this position is regularly involved in developing action plans for effective use of funds and other resources that assure efficient district-wide services to the District. The position is in continuous contact with other administrators, advisory boards, and external agencies to accomplish the objectives of the position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the administration of Business Services policies to promote and facilitate the accomplishment of School District goals and objectives; assists in the development, evaluation and implementation of policies and procedures; ensures all appropriate measures are in effect for all services; identifies organizational strategies to promote effective use of district resources.
- Administers, through the Director of Purchasing, all District purchasing, management of supplies and equipment, the warehouse and distribution of supplies and equipment, and required inventory control.
- Administers, through the Director of Transportation, the student transportation program and the maintenance of the District fleet.
- Administers, through the Director of Campus Catering, the school lunch program, snack bar, and food concession operations in schools and stadiums.
- Administers, through the Director of Budget and Finance, the preparation, development and monitoring of the District Budget, development and management of the District position control system, and management of the facilities budgeting and accounting aspects.
- Administers, through the Director of Budget and Finance, District payroll accounts payable, accounts receivable and other financial related services.
- Assists, as directed, in the District's facilities development program including contractual arrangements, bidding, financial planning, arrangements for bond elections and sales.

- Assists the District Superintendent and Associate Superintendent for Administrative Services in developing the District's long-range financial program.
- Interprets the business area of educational programs to the community at large, including public information for elections, and review of legislation.
- Oversees Graphic Arts Department operations and coordinates services provided to all District sites and departments.
- Administers the District's Risk Management Program for Property and Liability Insurance; handles student injury claims, investigations and claims against the district; manages all tort claims and provides trainings to control and support the risk management programs.
- Assists the Associate Superintendent for Administrative Services with the employee provided Health and Welfare Benefits; including group health insurance, disability insurance and other related or emerging employee benefit plans.
- Serves as the Financial Oversight Agent for the Center of Advance Research and Technology (CART).
- Serves as Executive Director of the Central Valley Support Services Joint Powers Agency.
- Prepares and recommends all business related policies.
- Provides for and develops in-service programs for business personnel.
- Attends regular and, upon request, special meetings of the Governing Board.
- Performs such other tasks and assumes other responsibilities as the Associate Superintendent for Administrative Services may assign from time to time.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: Requires advanced understanding of modern business management for non-profit entities, including the principles and practices associated with integrating related business functions. Requires in-depth knowledge of the regulations governing finance and operations within a large school District, including the California Education Code. Requires skill at solving complex problems that involve consideration of tradeoffs, risks, and effects on services and people. Requires sufficient language and human relation skills to prepare complex and decisive reports, prepare and deliver formal presentations to large and diverse audiences, and to build productive and effective work teams. Requires sufficient math skills to read and interpret financial statements, perform risk-return analysis, and prepare financial and statistical reports.

Abilities: Requires the ability to carry out the duties of the position and accomplish its objectives. Requires the ability to integrate a variety of support functions. Requires the ability to organize, train, direct, and motivate staff to achieve high levels of productivity. Requires the ability to optimize financial performance of the District and seek outside funding resources. Requires the ability to make formal presentations to large, diverse, public audiences. Requires the ability to perform long range financial forecasting. Requires the ability to solve complex problems requiring considerations of short and long range implications.

Physical Abilities: Requires ambulatory ability to move to different offices and locations. Requires sufficient visual acuity to recognize words and numbers. Requires speech and auditory abilities to carry on conversations in large audience, personal, and phone conversations.

Education and Experience: Master's degree in business or public administration; supplemented by five (5) to seven (7) years of progressively responsible experience in financial management and oversight of business services. Additional experience may substitute for advanced degree requirement. Experience in a school setting either at the District office level or school site administration is highly preferred.

Licenses and Certificates: A valid driver's license. CPA Certificate is desirable. CASBO CBO Certification preferred.