

ASSOCIATE SUPERINTENDENT, BUSINESS SERVICES

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Superintendent, the Associate Superintendent, Business Services plans, organizes, and directs the District's business operations. The areas of responsibility assigned to the Associate Superintendent, Business Services are finance, information technology, transportation, nutrition services, purchasing, risk management, real property acquisition, and facilities acquisition, construction, maintenance, grounds and custodial services. The Associate Superintendent, Business Services contributes to the strategic direction of the District, and aligns business objectives with the District's mission, goals and objectives. The Associate Superintendent, Business Services advises the Superintendent and Board of Trustees on a wide range of business-related matters related to assigned areas of responsibility.

ESSENTIAL FUNCTIONS

- Plans, organizes and directs the District's business operations, aligning business objectives to the District's mission, goals and objectives.
- Oversees and monitors the business operations of finance, information technology, transportation, nutrition services, purchasing, risk management, real property acquisition, facilities acquisition, construction and maintenance and operations.
- Meets with the Superintendent and Cabinet to develop goals, report on progress, make recommendations and decisions and contribute to the direction and leadership of the District.
- Communicates with other administrators, District staff and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Oversees the preparation of agenda items, resolutions, and special reports for the Board of Trustees for areas of responsibility. Attends Board meetings, makes presentations and provides recommendations.
- Provides leadership, guidance, and direction to business division Directors in establishing departmental goals, monitoring progress in achieving goals, facilitating interdepartmental collaboration and ensuring effective operations.
- Oversees personnel-related matters in areas of responsibility and participates on the District negotiations team.
- Oversees the preparation of the annual District budget, develops and controls budget guidelines, monitors income and expenditures, and advises the Board on finance matters.
- Directs the investment, borrowing of and application for funds. Coordinates the preparation of the District's comprehensive master plan. Directs and reviews the preparation of various facilities plans and the compilation of required demographic, facility, and educational data.
- Assists the Superintendent in preparing policies, procedures, and agreements related to new residential development projects and the District's ability to house students, and supervises the collection of developer fees for school facilities. Assists the Superintendent in coordinating the District's facilities planning needs with local authorities.
- Meets with state and local government officials, District staff, architects, consultants, contractors, and the public regarding new construction, renovation and demolition projects.
- Develops policies, procedures, programs, and contracts related to areas of responsibility.

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- Attends federal, state and local meetings as assigned and keeps current regarding legislative changes. Attends conferences and workshops to enhance knowledge and keep current in areas of responsibility. Maintains familiarity with regulations affecting all areas of responsibility.
- Directs the preparation and maintenance of a variety of reports and records related to assigned areas of responsibility as required by law, policy, best practices, and standard business operations.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Principles and practices of public business administration and management
- Applicable laws, codes, regulations, policies and procedures affecting California school business operations
- School business management in a variety of operational areas such as finance, information technology, transportation, nutrition services, purchasing, risk management, real property acquisition, facilities acquisition, construction and maintenance and operations
- Personnel practices and procedures, including employee development, training, and performance management
- Technology and software related to business office operations

ABILITY TO:

- Plan, organize and direct a broad area of operations
- Plan, organize and direct complex projects
- Resolve complex organizational problems; analyze situations accurately and adopt an effective course of action
- Provide effective strategies and solutions for meeting the District's financial and operational needs
- Meet goals and objectives for areas of responsibility
- Demonstrate strong administrative skills in the areas of planning and organization
- Demonstrate effective leadership skills such as integrity, inspiring others, focusing on results, collaboration with others, and championing operational excellence
- Develop and evaluate the performance of assigned staff and foster staff development opportunities
- Communicate effectively both orally and in writing
- Develop presentations; present information in a public venue and thoroughly answer questions and justify recommendations
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others within the District and externally
- Utilize standard office equipment including financial and presentation software

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EDUCATION AND EXPERIENCE

Minimum education and experience requirements may be met in one of the following ways:

- A Bachelor's degree in business administration, public administration or related field and five years of California school business management experience.
- Possession of a degree in an unrelated field may be considered in conjunction with completion of trainings in areas related to business management from a recognized training provider. This education option requires submission of college transcripts and related trainings to determine eligibility. College transcripts and business-related trainings must have a combined total of the equivalency of one year college coursework. Eight years of California school business management experience is required when using this education option.
- Completion of a school business certification program developed by an accredited institution of higher education or public agency OR certification as a Chief Business Official by the California Association of School Business Officials may be considered as qualifying. Programs typically consist of 440 continuing education units. Eight years of California school business management experience is required when using this education option.

ENVIRONMENTAL CONDITIONS

The usual and customary methods of performing the job's functions require the physical demands listed below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability. This job is performed in a generally clean and healthy environment. In the course of performing assigned duties, the incumbent will be required to travel to and from a number of District locations on a regular basis as well as attend meetings and trainings in other locations within the County and State.

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	lifting up to 25 lbs. at waist height, carrying up to 25 lbs. up to 10 feet, reach above shoulder, stooping and bending
Occasionally	handling/simple grasping, standing
Frequently	fingering/fine manipulation, sitting

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to present information at meetings and communicate with coworkers, staff, vendors and others contacted within the course of performing the essential functions of the job. Vision ability to see near and distant.

CLASSIFIED

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REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

CERTIFICATES

Valid California Class C driver's license.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

FLSA STATUS

Exempt

SALARY RANGE

n/a