



EST. 1863



**An Invitation to Apply
for the Position of
Chief Business Official**

LOS GATOS UNION SCHOOL DISTRICT

Santa Clara County

An Equal Opportunity Employer

Our Community. Our Students. Our Future

Los Gatos Union School District is located at the base of the Santa Cruz Mountains in Santa Clara County, California. The District has five schools—four elementary (K-5) and one middle school (6-8), and serves approximately 3,166 students.

Dating back to 1863, the District serves kindergarten through eighth grade students. The District is committed to educating all children to their unique potential by teaching, modeling, and supporting the skills and attitudes that contribute to their development as globally and socially responsible citizens.

Since 1990, the community has supported District students through voter-approved local funding, which generates about \$2.8 million per year to support high student achievement, retain high-quality teachers, and support our outstanding academic programs.

LOS GATOS UNION SCHOOL DISTRICT BOARD OF EDUCATION

**Peter Noymer, President
Stephen Parsons, Member
Alex Potts, Member
Daniel Snyder, Member
John Kuntzmann, Clerk**

Debbie Fry and Kathleen Spencer, Search Advisors

School Services of California, Inc.
1121 L Street, Suite 1060
Sacramento, CA 95814
(916) 446-7517 ✦ FAX (916) 446-2011
Email: kellys@sscal.com

THE POSITION

Under the supervision of the Superintendent, the Chief Business Official (CBO) provides the leadership to manage and optimize financial capital to achieve the District's short- and long-term goals for students and staff. The CBO leads by example in managing District programs and resources to establish and communicate business and budgetary procedures based on competence, integrity, and clear communication to engage and inform stakeholders.

ABOUT THE DISTRICT

The District serves kindergarten through eighth grade students. Approximately 3,200 students are enrolled at Blossom Hill Elementary, Daves Avenue Elementary, Lexington Elementary, Louise Van Meter Elementary, and R. J. Fisher Middle School. The District has a General Fund operating budget of approximately \$38.2 million and maintains a responsible reserve. Additional revenue sources are a foundation and parcel tax.

DUTIES AND RESPONSIBILITIES

The CBO provides oversight to all district functions and processes related to asset management, business services, food services, as well as facility modernization, maintenance, and operations. More specifically, the CBO plans, organizes, administers, and coordinates the business and support functions of the District including but not limited to budgeting; accounting; payroll; fund management; student attendance; purchasing; service contracts; inventory and internal controls; risk management; insurance; food services; facility planning; maintenance; operations; and accounting for student body funds and donations for school programs. Some of the duties include:

- Provides technical and financial expertise and makes recommendations to the Superintendent and Board that aligns resource allocation with District goals
- Assists in developing the District's short- and long-range financial priorities and the goals for strategic planning
- Oversees complex technical, financial work in the areas of budgeting, accounting, bond and debt financing, payroll, attendance, report generation, and risk management
- Applies skills in anticipating problems, implementing reforms, and identifying opportunities for

improving the quality of programs and effectiveness of procedures

- Manages and leads multiple projects with a demonstrated ability to complete tasks within established timelines
- Establishes and maintains staff and stakeholder commitment to open, direct, and "transparent" practices, procedures, and communications for all functions listed above
- Establishes and maintains positive working relationships with all stakeholders
- Communicates complex technical and financial information clearly and effectively to diverse audiences including but not limited to the Board, Board sub-committees, staff, parents, and general public
- Coordinates and manages all matters related to the external auditing of all fiscal aspects of District programs
- Supervises the preparation of local, state, and federal financial reports in alignment with the Local Control Funding Formula and the Local Control and Accountability Plan
- Oversees the management of the District's liability insurance and provides support for the Workers Compensation and benefits programs
- Manages the design and implementation of the District's disaster preparedness plan, facility modernization and deferred maintenance plans, and capital improvement plans
- Serves as a member of the District's negotiation team with certificated and classified unions
- Supervises and evaluates the Director of Maintenance and Operations, Business Services Analyst, Business Services Technician, Accounting Clerk and Food Services Manager
- Responsible for leading the District's Safety Program, Parcel Tax Oversight Committee, and Financial Advisory Committee, and other committees as assigned, which fall within the responsibilities of the position

QUALIFICATIONS

The successful candidate will have any combination equivalent to:

- Bachelor's degree in Business Administration, Public Administration, or field directly related to the duties and responsibilities of the position;

Master's degree is desired, but not required

- A proven track record of two or more years of experience, which includes responsibility for budgeting, accounting, facilities, maintenance and auditing; experience shall include responsibility for preparation of complex financial statements and budgets
- A combination of professional management experience and relevant education to ensure the knowledge, skills, and expertise to successfully fulfill the duties and responsibilities of this position

SALARY

The salary range for this position is \$161,882 to \$182,200. In addition to the salary, a benefits package as well as an additional stipend for cell phone, master's degree, and doctoral degree, are offered.

APPLICATION PROCEDURE

To open a file and be considered initially, a candidate must provide:

- A letter of interest and résumé
- A one-page application form available at www.sscal.com

Extensive references, including comprehensive background and credit checks, will be required of all finalists.

All materials will be treated confidentially.

TENTATIVE SELECTION TIMELINE

Application deadline.....5/25/18
Paper screening completed.....5/30/18
Planned candidate interviews6/8/18
Planned final interviews 6/14/18
Appointment by Board..... TBD

Note: Dates shown above are for planning purposes, but are subject to change. Check our website for current dates.

CONTACT

School Services of California, Inc., (SSC) will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **May 25, 2018**. Please forward application materials and requests for information to:

Debbie Fry and Kathleen Spencer
Search Advisors
Los Gatos Union School District
c/o School Services of California, Inc.
1121 L Street, Suite 1060
Sacramento, CA 95814
(916) 446-7517 ✉ Fax (916) 446-2011
Email: kellys@sscal.com

Candidate Number: <i>(For Office Use Only)</i>
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DISTRICT NAME: _____ **APPLICATION FORM**

Application for the Position of: _____

Please complete this form in its entirety. It will be used to process your application for this position. We ask that you return it as part of your completed packet, including a formal letter of application and resume.

Name:	Date:	Email:
Address:	Home Telephone: ()	
City, State, Zip:	Cellular Telephone: ()	
Type of current organization/district (K-6, K-12, etc.):	Office: ()	
Annual Budget:	At what number do you prefer us to contact you? _____	

Record of Professional Education

Institution/Campus:	Major:	Degree:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Record of Certifications/Credentials

Record of Professional Experience (List Most Recent Experience First)

Title:	Dates of Employment:	District/Agency:	Enrollment:
_____	_____ to _____	_____	_____
_____	_____ to _____	_____	_____
_____	_____ to _____	_____	_____
_____	_____ to _____	_____	_____
_____	_____ to _____	_____	_____

I understand that the finalists for this position will undergo extensive reference, background, and credit checks. By signing or submitting electronically (without a signature), I also hereby certify that all statements made in this application are true:

_____ I heard about this position through: _____
(Signature)

Please return this form to:
 Search Advisors ▪ c/o School Services of California, Inc. ▪ 1121 L Street, Suite 1060
 ▪ Sacramento, California ▪ 95814 ▪ (916) 446-7517 ▪ Fax: (916) 446-2011
 ▪ Email: kellys@sscal.com