



## An Invitation to Apply for the Position of Chief Business Officer

### JEFFERSON SCHOOL DISTRICT

San Joaquin County  
*An Equal Opportunity Employer*

#### Learning Today . . . Leading Tomorrow

The Jefferson School District (District) community takes great pride in its schools. The District provides all students with a quality education that is well rounded in academics, performing arts, extracurricular activities, and social-emotional skills. The District believes a high-quality educational program is achieved through a shared responsibility among Board members, staff, families, students, and community members.

The District is located in south Tracy in San Joaquin County and continues to be among the top academic institutions in its county. The three-year plan has three goals. Goal 1, Pupil Outcomes: Ensure that all students are college and career ready by providing rigorous, relevant, and differentiated instruction that academically challenges all students and develops citizenship, leadership, and innovative thinking. Goal 2, Engagement: Foster positive relationships between staff, students, parents, and the community as part of a successful learning environment. Goal 3, Conditions of Learning: Provide highly qualified staff, standards aligned curriculum, up-to-date technology, and modern school facilities that are maintained in good repair.

#### JEFFERSON SCHOOL DISTRICT BOARD MEMBERS

Pete Carlson, President  
Debbie Wingo, Vice President  
Phil Raya, Clerk  
Brian Jackman, Member  
Dan Wells, Member

**James, Bridges, Ed.D., Superintendent**

#### John Gray and Sheila Vickers, Search Advisors

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



## THE POSITION

Under the direction of the Superintendent, the senior management position of Chief Business Officer provides sound fiscal management services to the District in accordance with approved policies, procedures, and practices; serves as the primary advisor to the Superintendent in all matters related to the business operations of the District; and ensures that appropriate fiscal monitoring and maintenance systems are established.

## ABOUT THE DISTRICT

The District has four schools with an enrollment of more than 2,350 Transitional Kindergarten through eighth-grade students. Over the next five years, the District is projected to grow by an additional two new K-8 schools.

The District's General Fund budget is approximately \$25 million.

## DUTIES AND RESPONSIBILITIES

The Chief Business Officer provides districtwide leadership and direction in the following areas:

- Responds to inquiries by Board members, staff, and the public regarding the budget and practices of the District
- Plans, organizes, and administers the District business activities including accounts payable; accounts receivable; general ledger; encumbrances; financial reports; federal, state, and local special fund accounting; fringe benefit record keeping; and cash flow analysis
- Prepares a variety of complex reports and correspondence relating to financial transactions of the District; and provides financial information for the Superintendent and Board members
- Directs and coordinates all District business activities, including purchasing, payroll, and financial management; responsible for establishing and monitoring sound financial systems
- Ensures all record keeping and reporting is in accordance with appropriate regulations, policies, and guidelines; recommends new policies as needed

- Monitors the purchase of all supplies and equipment
- Manages all insurance contracts and researches business problems of the system
- Prepares and administers the budget under the direction of the District Superintendent
- Prepares required fiscal and business reports
- Establishes and maintains complete fiscal accounting system and controls for general and special funds, student body funds, and school properties, including annual audits, inventories, and accounting records
- Secures legal interpretation on District business issues as needed
- Prepares reports on the status of both District- and school-level budgets
- Serves as the primary financial advisor to the Superintendent, District managers, and site administrators in the management of District and school budgets
- Interprets and applies state laws, regulations, and procedures related to the financial management of public school districts
- Oversees Food Service; Maintenance, Operations, and Transportation; and Information Technology departments

## QUALIFICATIONS

The successful candidate will have:

- A bachelor's degree (equivalent training in business, public administration, educational administration, accounting, or economics could be considered)
- An ability to carry out significant school finance functions with minimal direction, accurately, and within scheduled deadlines
- Experience working in a school district or county office of education; or in a public accounting firm with significant experience in school district accounting, finance, and budgeting

- Three to five years of progressively responsible management experience in school business support operations, income/expenditure budgets, and personnel supervision, preferably in a public school district

## SALARY

The salary range for this position is \$107,456 to \$120,947. In addition to this salary, an attractive fringe benefit package is also offered.

## APPLICATION PROCEDURE

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

- A letter of interest and résumé
- A one-page application form available at [www.sscal.com](http://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 ..... 2/25/2019**

Paper screening completed... 2/27/2019

Planned candidate interviews . 3/6/2019

Planned final interviews ..... 3/12/2019

Appointment by Board ..... TBD

**Note:** Dates shown above are for planning purposes but are subject to change. Check School Services of California, Inc.'s (SSC) website for current dates.

## CONTACT

SSC will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **February 25, 2019**. Please forward application materials and requests for information to:

**John Gray and Sheila Vickers**

Search Advisors

c/o School Services of California, Inc.

1121 L Street, Suite 1060

Sacramento, CA 95814

(916) 446-7517 ★ Fax (916) 446-2011

Email: [cathyw@sscal.com](mailto:cathyw@sscal.com)



<b>Candidate Number:</b>  <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: cathyw@sscal.com