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



**SAN BRUNO PARK SCHOOL DISTRICT**  
**San Mateo County**  
*An Equal Opportunity Employer*

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*“Proud Schools in a Proud Community—  
Excellence Together”*

The District enjoys a tradition of educational excellence in the quality of its curriculum, instruction, educational technology, and commitment to children. This excellence centers around working to provide all students with experience in education that prepares them for success during their school “journey” and life.

The California State Standards are an important part of the District’s instructional program. We strive to provide an instructional program that allows students to have choices in their life. Our District has an instructional program that is built on daily lessons that bring the state standards to life, while providing ongoing assessment data to teachers and parents about the progress of students.

Residents of San Bruno are fortunate to reside in a small community atmosphere with easy nearby access to the finest cultural, educational, and most spectacular recreational and entertainment activities in the country.

**SAN BRUNO PARK SCHOOL DISTRICT  
BOARD OF TRUSTEES**

William (Skip) Henderson, Jr., President  
Dr. Henry Sanchez, Vice President  
James R. Prescott, Clerk  
Kevin J. Martinez, Representative  
Jennifer M. Blanco, Member-at-Large

**David E. Hutt, Ed.D.**  
**Superintendent**

Michele A. Huntoon, CPA, Search Advisor  
School Services of California, Inc.  
1121 L Street, Suite 1060  
Sacramento, CA 95814  
(916) 446-7517 • Fax (916) 446-2011  
Email: charleneq@sscal.com

## THE POSITION

The San Bruno Park School District is seeking an innovative Chief Business Officer who is a strong leader committed to the further attainment of excellence in our schools. This management position works under the administrative direction of the Superintendent.

This person is the chief fiscal officer of the District, responsible for keeping the Superintendent fully aware of all aspects of the District's financial status and responsible for all activities involved in the preparation and administration of the total District budget.

In addition, the candidate must possess an in-depth knowledge of Generally Accepted Accounting Principles (GAAP), accounting and payroll services, risk management, food services, facilities management, maintenance and operations, and purchasing.

## ABOUT THE DISTRICT

The District has a student enrollment of 2,500 and dedicated staff of more than 250 certificated, classified, and administrative personnel serving students in seven elementary schools (K-6) and one middle school.

The District has a General Fund budget of more than \$22 million and maintains a responsible reserve.

## DUTIES AND RESPONSIBILITIES

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

- Plans, directs, supervises, coordinates, and evaluates the activities and operations of the Business Office to ensure effective and cost-efficient operations
- Prepares the annual budget for review by the Superintendent
- Performs duties necessary for accurate and efficient budget management throughout the year
- Prepares reports and recommendations to the Superintendent
- Prepares budget resolutions to update the budget for presentation to the Governing Board
- Maintains accurate financial records
- Reconciles District books to the county audited books on a monthly basis

- Works cooperatively with the District's external auditor
- Prepares formal bid documents, specifications, and advertisement for major purchases and projects
- Oversees progress of public works contracts
- Administers classified human resources and their evaluations
- Coordinates Maintenance and Operations Department services with site principals and provides support as needed
- Plans, directs, and evaluates the performance of assigned staff
- Supervises administration of insurance, payroll, fringe benefit, and the food services program
- Supervises and oversees accounts payable, ordering of supplies and equipment, deposits of District monies collected, the issuance of facilities use permits, and collection of developer fees
- Presents a positive image of the District to the community
- Interprets, applies, and ensures compliance with statutes, laws, codes, regulations, and legal requirements related to the financial operations of the District; monitors existing and proposed legislation related to school finance and other business functions
- Attends and participates in Board meetings
- Assists in the planning for short- and long-range site maintenance and improvements
- Prepares and submits to the Superintendent recommendations relative to all matters requiring Board action
- Provides Superintendent with assistance for collective bargaining
- Maintains salary schedules for certificated and classified employees

## QUALIFICATIONS

The successful candidate will have:

- Any combination equivalent to a bachelor's degree from an accredited college or university specializing in business administration, accounting, or a related field; a master's degree in business is preferred

- Extensive experience in budget administration and research methodology
- Experience in analyzing operational budgets and supervisory ability in budget preparation

## SALARY

The salary for this position is \$91,543 to \$112,390, depending on experience. In addition to the salary, an attractive management benefit package is offered.

## APPLICATION PROCEDURE

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

- A letter of interest and resume
- A one-page application form available at [www.sscal.com](http://www.sscal.com)

Letters of recommendation, prior to the initial interview, are welcome but are not required. Any additional materials that are forwarded by the candidate may be considered at any appropriate point in the selection process. 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** .....3/19/12  
**Paper screening completed** .....3/21/12  
**Planned candidate interviews** .....3/27/12  
**Planned final interviews** .....4/3/12  
**Appointment by Board** ..... TBD

**Note:** Dates shown above are for planning purposes, but sometimes 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 **March 19, 2012**. Please forward application materials and requests for information to:

Michele A. Huntoon, CPA  
Search Advisor  
San Bruno Park 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: [charleneq@sscal.com](mailto:charleneq@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:
Address:
City, State, Zip:
Type of current organization/district (K-6, K-12, etc.):
Annual Budget:

Date:	Email:
Home Telephone: (     )	
Cellular Telephone: (     )	
Office: (     )	
At what number do you prefer us to contact you? _____	

**Record of Professional Education**

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

**Record of Certifications/Credentials**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Record of Professional Experience (List Most Recent Experience First)**

Title:	Dates of Employment:	District/Agency:	Enrollment:	Salary:
_____	_____ 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)*

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