

An Invitation to Apply for the Position of
Chief Business Official



**SOUTH MONTEREY COUNTY JOINT
UNION HIGH SCHOOL DISTRICT**

Monterey County
An Equal Opportunity Employer

“Dedicated to Students, Committed to Excellence”

The South Monterey County Joint Union High School District serves students living in the southern half of the Salinas Valley, also known as “Steinbeck Country.” The District offers an exceptional working and learning environment for students and teachers.

South Monterey County Joint Union High School District has one singular focus, our mission, our goal: Maximize student academic achievement in a culture of caring. All of our resources, planning and preparation, instructional activities, homework, assessments, and curricular activities are designed to help us attain this goal. We seek to provide our students with engaging and meaningful instructional activities.

South Monterey County Joint Union High School District prides itself for its strong economic base in agriculture and its family centered community. An hour drive from Carmel and Monterey, the District has a moderate year-round climate and is within easy driving distance to many recreational, cultural, and educational opportunities.

**SOUTH MONTEREY COUNTY JOINT
UNION HIGH SCHOOL DISTRICT
BOARD OF EDUCATION**

Mike Foster, President
Paulette Bumbalough, Member
Debra McAlahney-Dodson, Member
Raul Rodriguez, Member
Bob White, Member

State Administrator
John Bernard, Ed.D.

Suzanne Speck and Sheila G. Vickers, Search Advisors
School Services of California, Inc.
1121 L Street, Suite 1060
Sacramento, CA 95814
(916) 446-7517 • Fax (916) 446-2011
Email: kims@sscal.com



THE POSITION

The South Monterey County Joint Union High School District is seeking an outstanding Chief Business Official, who is committed to excellence in public education and who shares our commitment to promoting a culture of caring.

Under the direction of the State Administrator, the Chief Business Official is responsible for the organization and administration of the financial and business affairs of the District. The Chief Business Official must have demonstrated success in team building, and possess positive collaborative leadership skills and creative and visionary capabilities.

The candidate must possess knowledge of fiscal operations of a school district including accounting, budgeting, maintenance, operations, transportation, and data processing.

ABOUT THE DISTRICT

The District serves approximately 2,000 students and currently operates four schools, including two comprehensive high schools, one continuation high school, and one independent study charter.

The District has a General Fund budget of approximately \$16 million.

DUTIES AND RESPONSIBILITIES

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

- Providing advice and counsel to the State Administrator, management team and others on all matters relating to the functions of the District's business services division
- Preparing reports and recommendations for the State Administrator, including comprehensive financial data covering all aspects of school finance
- Coordinating and managing all matters relating to the external auditing of all fiscal aspects of programs and offices in the District
- Organizing, administering, and supervising payroll, purchasing, risk management, accounts payable/receivable, maintenance, operations, transportation, and facilities functions of the District

- Administering pupil attendance for the District and providing for the preparation of required county, state, and federal reports
- Serving on the State Administrator's cabinet
- Preparing and monitoring the annual budget and interim reports, including estimating revenues and expenditures
- Serving as the District's investment manager, including administration of bonds and the state loan
- Presenting the budget and interim report to the State Administrator, staff, and community
- Serve as the District's representative in legal matters pertaining to the District's financial interests
- Provide leadership and expertise in assessing, identifying, formulating, and implementing the District's fiscal goals and objectives
- Serve as a resource and assist in the development of management options and preparation of data essential to the collective bargaining process; serve as a resource and provide assistance in negotiations and administering contracts
- Secure and maintain adequate insurance and fidelity bonds as required by law, and administer the various District insurance programs
- Plan, recommend, and establish procedures and controls for efficient property management, including collection and monitoring of developer fees, rentals, and contracts; administers rental and leasing of facilities
- Supervision and evaluation of business services, maintenance and operations, and transportation staff

QUALIFICATIONS

The successful candidate will have:

- A bachelor's degree from an accredited college or university with a major in accounting, finance, business administration, or a related field or a combination of training, education, and experience equivalent to a bachelor's degree

- Five years of public school business experience with a minimum of three years in a supervisory/management position
- High school district experience preferred
- Small school district experience preferred

SALARY

The salary range for this position is \$96,723 to \$123,446. In addition to the salary, an attractive fringe 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

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 deadline2/21/12
Paper screening completed.....2/23/12
Planned candidate interviews.....2/28/12
Planned final interviews3/13/12
Appointment by State Administrator. ..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 **February 21, 2012**. Please forward application materials and requests for information to:

Suzanne Speck and Sheila G. Vickers
Search Advisors
South Monterey County Joint
Union High 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: kims@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:
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>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: kims@sscal.com</p>
