



Los Gatos Union School District Is Seeking a Chief Business Official

THE POSITION

Under the supervision of the Superintendent, the Chief Business Official (CBO) provides the leadership to manage and optimize financial and human resources 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.

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.

[To view the full job description, click here.](#)

ABOUT THE DISTRICT

Los Gatos Union School District (District) serves approximately 2,700 students at five schools. The District's mission serves as the foundation for our strategic initiatives. The District is committed to providing equitable learning opportunities to educate 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 demonstrating stewardship and service above self.

The District is community funded and has a General Fund budget of \$56 million. The District is also supported by a bond, parcel tax, and foundations.

LOS GATOS UNION SCHOOL DISTRICT

Paul Johnson
Superintendent

Board of Education

Daniel Snyder, Board President
Melissa Crow, Board Clerk
Stephen Parsons, Board Member
Courtney Monk, Board Member
Peter Noymer, Board Member



Los Gatos Union School District
Santa Clara County

An Equal Opportunity Employer

QUALIFICATIONS

The successful candidate will have:

- A 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.
- 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 **\$250,000-\$270,000**. Additional earnings include a monthly cell phone stipend. In addition to this salary, a generous benefits package is provided.

APPLICATION PROCEDURE

To be initially considered, an applicant must provide the following to School Services of California Inc. (SSC):

- Letter of interest and résumé
- One-page application form available at www.sscal.com/lea-career-opportunities

An extensive reference list will be required of all finalists. All materials will be treated confidentially.

TENTATIVE SELECTION TIMELINE

Application deadline	5/13
Paper screening completed	5/14
Planned candidate interviews.....	5/17
Planned final interviews.....	5/23
Appointment by Board	6/3

Note: The dates shown above are for planning purposes but can be subject to change. Check SSC's website for current dates.

CONTACT

SSC will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **May 13, 2024**. Please forward application materials and requests for information to:

Danyel Conolley and Leilani Aguinaldo

Los Gatos Union School District

c/o School Services of California Inc.

1121 L Street, Suite 1060

Sacramento, CA 95814

Phone: (916) 446-7517

Fax: (916) 446-2011

Email: NicoleC@sscal.com

Candidate Number:
(For Office Use Only)

AGENCY 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 resumé.

Name:
Address:
City, State, Zip:

Date:	Email:
Primary Phone (Cell):	
Secondary Phone (If applicable):	

Type of current organization/district (K-6, K-12, etc.):

Annual budget of current organization/district:

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 electronically, I also hereby certify that all statements made in this application are true:

(Signature)

I heard about this position through:

SSC Searchlight/Email: ___ SSC Website: ___ SSC LinkedIn: ___
CALSA: ___ CASBO: ___ ACSA: ___ EDJOIN: ___ Other: _____

Please return this form to:
Nicole Contreras, Search Assistant, at nicolec@sscal.com