

# Pasadena Unified School District

## Is Seeking a Chief Business Officer



### THE POSITION

As a member of the Superintendent Leadership Team under direction of the Superintendent, the Chief Business Officer (CBO) administers and supervises the business and operations of the Pasadena Unified School District (District). This position is a key role within the District, with responsibility overseeing the Finance, Purchasing and Contracts, Risk Management, Food Services, Maintenance and Operations, Transportation, Facilities, and Information Technology Services Department functions. The CBO provides overall leadership and vision, including the development and achievement of short- and long-term goals to serve District initiatives and students.

### ABOUT THE DISTRICT

The District serves 14,000 students in a 76-square mile area that includes the communities of Altadena, Pasadena, Sierra Madre, and unincorporated parts of Los Angeles County. The District prepares students for the future by inspiring the joy of learning in every child, every day. With an innovative curriculum and a commitment to excellence, the schools of the District develop each student's potential so that they are ready to succeed in an ever-changing world.

The District is currently comprised of 13 elementary schools (K-5), 1 elementary/middle school (K-8), 3 middle schools, 2 middle/high schools (6-12), 2 high schools, 1 continuation high school, and 1 alternative education program. The District has a General Fund budget of approximately \$296 million.

### SALARY

The salary range for this position is **\$214,695 to \$225,995**. In addition to this salary, a benefits package is also offered.

**PASADENA UNIFIED SCHOOL DISTRICT**  
**Board of Education**

Kimberly Kenne, President  
Jennifer Hall Lee, Vice President  
Tina Fredericks, Clerk  
Patrick Cahalan, Member  
Michelle Richardson Bailey, Member  
Patrice Marshall McKenzie, Member  
Dr. Yarma Velázquez, Member

**Elizabeth J. Blanco, EdD**  
**Interim Superintendent**

**Pasadena Unified School District**

Los Angeles County

*An Equal Opportunity Employer*

### QUALIFICATIONS

The successful candidate will have:

- A minimum of a bachelor's degree from an accredited college or university is required. A degree in business, accounting, economics, or other related field is preferred. Master's degree or beyond desirable.
- A Chief Business Official Certificate from the California Association of School Business Officials (CASBO) or other recognized professional organization or university/college is preferred.
- Excellent communication skills are required. The CBO must communicate effectively using mathematical formats and demonstrate outstanding written and oral communication skills. Effective public speaking and communication with the Board of Trustees at meetings is required.

Click [here](#) for the full job description.

### 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](http://www.sscal.com/lea-career-opportunities)

An extensive reference list, including comprehensive background and credit checks, will be required of all finalists. All materials will be treated confidentially.

### TENTATIVE SELECTION TIMELINE

Application deadline .....	5/20/24
Paper screening completed .....	5/21/24
Planned candidate interviews.....	5/29/24
Planned final interviews.....	6/5/24
Appointment by Board .....	TBD

**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 20, 2024**. Please forward application materials and requests for information to:

Danyel Conolley and John Gray  
Search Advisors  
**Pasadena Unified 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: [kims@sscal.com](mailto:kims@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 résumé.**

Name:	Date:	Email:
Address:	Primary Phone (Cell):	
City, State, Zip:	Secondary Phone (If applicable):	

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

**Search Advisors ▪ c/o School Services of California Inc. ▪ 1121 L Street, Suite 1060, Sacramento, CA 95814  
(916) 446-7517 ▪ Email: kims@sscal.com**