

**LOS GATOS UNION SCHOOL DISTRICT
JOB DESCRIPTION – CHIEF BUSINESS OFFICIAL (CBO)**

TITLE: Chief Business Official

REPORTS TO & EVALUATED BY: Superintendent

SALARY: Management Salary Schedule

DEPARTMENTS: Business Services, Facilities, Maintenance & Operations, Food Services

CLASSIFICATION: Classified Management

WORK YEAR: 260 DAYS

BASIC FUNCTIONS:

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.

ESSENTIAL RESPONSIBILITIES AND REPRESENTATIVE DUTIES:

1. Provides technical and financial expertise and makes recommendations to the Superintendent and Board to assure the resources are planned to support District goals and objectives for student achievement and employee compensation.
2. Strategizes and assists the Superintendent, Board of Trustees, and other administrators in developing the District's short and long-range financial priorities and the goals for strategic planning.
3. Prepares recommendations and reports for the Superintendent and board, including comprehensive financial data covering all aspects of facilities, operations and school finance, relevant trends and/or experience in the District and anticipated obligations.
4. Oversees complex technical, financial work in the areas of budgeting, accounting, bond and debt financing, payroll, attendance, report generation, and risk management.
5. Applies skills in anticipating problems, implementing reforms, and identifying opportunities for improving the quality of programs and effectiveness of procedures.

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6. Manages and leads multiple projects with a demonstrated ability to complete tasks within established timelines including, but not limited to, board appointed committees for the Financial Advisory Committee (FAC), Financial Advisory Parcel Tax Oversight Committee (FACPTOC), and Citizens' Bond Oversight Committee (CBOC).
7. Establishes and maintains staff and stakeholder commitment to open, direct, and "transparent" practices, procedures, and communications for all functions listed above.
8. Prepares and edits board agenda items online as well as create digital content presentations, press releases, annual reports and other forms of communication as needed.
9. Establishes and maintains positive working relationships with all stakeholders.
10. Communicates complex technical and financial information clearly and effectively to diverse audiences including but not limited to board, board sub-committees, staff, parents, and general public.
11. Coordinates, prepares and administers the District budgets and reports related to areas of responsibility
12. Coordinates and manages all matters related to the external auditing of all fiscal aspects of District programs.
13. Supervises the preparation of local, state and federal financial reports in alignment with the Local Control Funding Formula and the Local Control Accountability Plan.
14. Oversees the management of the District's liability insurance and provides support for the worker's compensation and benefits programs.
15. Manages the design and implementation of the district's disaster preparedness plan, facility modernization and deferred maintenance plans, and capital improvement plans.
16. Oversees the District's developer fee justification and other demographic studies as required.
17. Manages and supervises the district's food service operation ensuring compliance and wellness standards are met, as well as manages, supervises and leads the maintenance and operations department for student and staff safety.
18. Promotes and supports collaboration and professional growth within and across departments, and is a member of the Superintendent's Cabinet and District Administrative Team.
19. Demonstrates the ability to work effectively with staff, professional colleagues, parents, and members of the public.

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20. Attends all regular meetings and specified special meetings of the Board and presents financial and technical information in a clear, comprehensive manner.
21. Exercises tact and diplomacy in oral and written communication.
22. Demonstrates an understanding of the political processes and their implications for the successful operation and financial well being of the District.
23. Serves as a representative to other assigned District committees and county agencies, as needed.
24. Maintains current knowledge of District policies and procedures and applicable local, state, and federal guidelines and laws.
25. Collaborates and supports the work of administrators of schools and District departments.
26. Serves as a member of the District's negotiation team with certificated and classified unions.
27. Reviews and advises on all contracts, agreements, and negotiation documents.
28. Ensures that district employees are trained to effectively perform assigned duties, implement District procedures and policies, and comply with applicable local, state, and federal guidelines and laws.
29. Plans, organizes, administers, assesses, and directs the activities, procedures, and operations of Business Services to ensure internal controls and efficient, cost-effective operations.
30. Maintains and increases professional competence through participation in professional activities and training related to school finance and operations.
31. Supervises and evaluates the Director of Maintenance & Operations, Business Services Analyst, Business Services Technician, Accounting Clerk and Food Services Manager.
32. Responsible for leading the District's Safety Program, Parcel Tax Oversight Committee, and Financial Advisory Committee (FAC), and other committees as assigned which fall within the responsibilities of the position.
33. Performs other duties as assigned.

QUALIFICATIONS AND EXPERIENCE:

1. 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.

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2. A proven track record of 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.
3. 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.

KNOWLEDGE AND ABILITIES:

Knowledge of:

1. Planning, organization and direction of the business and fiscal services of a school district
2. Laws and regulations relative to safety, collective bargaining, purchasing, insurance, capital investments, and building codes
3. Principles and practices of school district income forecasting budgeting and budget administration
4. Principles and practices of administration, supervision and training
5. Applicable laws, code, regulations, policies and procedures
6. Purchasing methods and practices involving the use of specifications and competitive bidding
7. Interpersonal skills using tact, patience and courtesy
8. Good oral and written communication skills
9. Operation of a computer and a wide variety of job related software
10. Public presentation methods and use of related software and/or equipment
11. Principles and practices of asset management and facility planning
12. District organization, operations, policies and objectives

Ability to:

1. Communicate effectively both orally and written
2. Ability to use software programs to enter data, maintain records and generate reports
3. Prepare and deliver oral presentations

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4. Maintain current knowledge of program rules, regulations, requirements and restrictions
5. Prepare comprehensive narrative or statistical reports
6. Plan, organize and prioritize work of self and others to meet schedules and time lines
7. Interpret apply and explain rules, regulations, policies and procedures
8. Analyze situations accurately and adopt appropriate course of action
9. Establish and maintain cooperative and effective working relationships with others

WORKING CONDITIONS:

Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position classification involves sitting, with some walking and standing for extended periods of time. Incumbents may be required to lift, pull or push objects approximately 40 pounds or less. The position requires mobility to climb, kneel stoop, crawl, reach and bend, and accurate perceiving of sound; near and far vision with the ability to read small print; depth dexterity; and the providing of oral information and direction. The position is primarily located in an office environment with some school and construction site visits. The employee will frequently work independently with high work volume and tight deadlines. The incumbent may be asked to attend periodic evening meetings and/or travel within and out of the district boundaries to attend meetings.

LICENSES:

Possess and maintain a valid California driver's license and insurance.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.