

TRAVIS UNIFIED SCHOOL DISTRICT



The Travis Unified School District is seeking a

Chief Business Officer

“Reaching Beyond the Boundaries to Build a Community of Learners”

Travis Unified School District (District) is located adjacent to and serves Travis Air Force Base, portions of the cities of Vacaville and Fairfield, and portions of unincorporated Solano County, with approximately 5,500 students. Travis is a unified school district including elementary and secondary sites under a single Governing Board.

The District was originally formed in 1962 to provide secondary education opportunities for the children of local farmers and Travis Air Force Base personnel. The District absorbed several small elementary school districts and has built an outstanding K–12 program.

Its close association with the air force base means that the District has relied heavily upon Federal Impact Aid to make up for a very low tax rate. The tax rate continues to keep the District’s per-pupil funding lower than surrounding districts.

TRAVIS UNIFIED SCHOOL DISTRICT GOVERNING BOARD MEMBERS

Riitta DeAnda, President

Ivery Hood, Vice President

Russ Barrington, Clerk

Janet Jackson Forbes, Board Member

Adrian Saiz, Board Member

Pamela Conklin, Superintendent



TRAVIS UNIFIED SCHOOL DISTRICT
Solano County
An Equal Opportunity Employer

QUALIFICATIONS

Any combination of experience and education that could provide the required knowledge and abilities would qualify. A typical way to obtain the required knowledge and abilities would be:

- Five years of experience in a responsible administrative position performing management, business, and/or fiscal support services, collective bargaining, and related functions
- Equivalent to completion of a master of arts or higher degree from an accredited college or university in educational administration, business administration, industrial relations, or other closely related field

Certification and/or training by the relevant professional organizations is desirable.

SALARY

The salary range for this position is \$112,575 to \$148,142. In addition to this salary, excellent benefits and stipends for a cell phone, vehicle, and education degree are provided.

TENTATIVE SELECTION TIMELINE

Application deadline	11/4/2019
Paper screening completed	11/6/2019
Planned candidate interviews	11/12/2019
Planned final interviews	11/19/2019
Appointment by Board	TBD

Note: Dates shown above are for planning purposes but can be subject to change. Check School Services of California Inc.’s (SSC) website for current dates.

APPLICATION PROCEDURE

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

- A letter of interest and résumé
- A one-page application form available at www.sscal.com/executive_searches.cfm?id=all

Extensive references, including comprehensive background and credit checks, will be required of all finalists. All materials will be treated confidentially.

THE POSITION

The Travis Unified School District is seeking an outstanding Chief Business Officer of the District.

Under professional direction of the Superintendent, the Chief Business Officer will organize, manage, and direct the department of Business Services; will serve as the administrative head of the department of Fiscal Operations; will plan, organize, coordinate, and manage the finance, budgeting, auditing, and financial planning requirements of the District; will oversee the departments of Food Services, Purchasing, Warehouse, Maintenance, Custodial, Grounds, Facilities, and Transportation; will serve as the District's facilities planner; and will do other related functions as directed.

ABOUT THE DISTRICT

The District serves 5,500 students in its nine schools, which includes five K–6 schools, one middle school, one high school, one alternative school, and one community day school.

The District has a General Fund operating budget of approximately \$65 million and maintains a responsible reserve.

DUTIES AND RESPONSIBILITIES

The following responsibilities are essential for this position:

- Serves as an advisor to the Superintendent and District personnel pertaining to the various aspects of budgeting, auditing, fiscal planning, and non-instructional operations
- Provides leadership and expertise in assessing, identifying, formulating, and implementing the District's fiscal goals and objectives
- Plans, organizes, directs, monitors, and evaluates the District's business services and non-instructional operations
- Provides leadership, support, and guidance to staff, District

personnel, and members of the educational community to effect thorough and complete communication relative to the business operations of the District

- Coordinates the fiscal program of the District with the instructional program
- Coordinates and directs the finance, budgeting, and auditing of all funds of the District
- Provides fiscal oversight for all student body funds
- Supervises attendance accounting and reporting according to county, state, and federal requirements
- Reviews, audits, observes, monitors, counsels, assists, and evaluates the performance of management and support personnel responsible for the various non-instructional service units as well as administrators as assigned by the Superintendent
- Secures and maintains adequate insurance and fidelity bonds as required by law
- Directs the maintenance of inventory control of fixed assets, buildings, equipment, and the like
- Serves as a resource in the areas of finance and budgeting in collective bargaining with employee organizations
- Supervises the management of, and has the ultimate responsibility for, the departments of Food Services, Purchasing, Warehouse, Maintenance, Transportation, Facilities, Custodial and Grounds
- Serves as the District representative in all legal venues pertaining to District financial matters
- Plans, develops, and conducts public and community relations programs pertaining to non-instructional program functions and activities

- Performs other tasks and assumes other responsibilities as the Superintendent may assign or delegate

The successful candidate will also have knowledge of:

- Principles, practices, trends, goals, and objectives of public education
- Philosophical, educational, fiscal, and legal aspects affecting a school district
- Fiscal management, function, activity planning, forecasting, projecting, auditing, and managing of a variety of information as well as data management, storage, retrieval, and dissemination systems
- Organization, management, planning, and evaluation strategies, techniques, and procedures
- Legal mandates, Board of Education policies, administrative regulations, and guidelines appropriate to the administration of a comprehensive business services program
- Effective communication and public and human relations strategies, methods, and techniques
- Human relationships, conflict resolution, negotiation strategies and procedures, and team management building methods and techniques
- Instructional support programs, functions, and activities

CONTACT

SSC will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **November 4, 2019**. Please forward application materials and requests for information to:

Jamie Metcalf and Suzanne Speck
Search Advisors

Travis Unified School District
School Services of California, Inc.
1121 L Street, Suite 1060
Sacramento, CA 95814
(916) 446-7517 ★ Fax: (916) 446-2011
Email: joannad@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:	Date:	Email:
Address:	Home Telephone: ()	
City, State, Zip:	Cellular Telephone: ()	
Type of current organization/district (K-6, K-12, etc.):	Office: ()	
Annual Budget:	At what number do you prefer us to contact you? _____	

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 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)

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: joannad@sscal.com