



Menlo Park City School District is seeking a Chief Business Officer

Menlo Park City School District (MPCSD) is an innovative, diverse, equity-focused pre-kindergarten to grade 8 school district located in the heart of Silicon Valley with an average daily attendance of approximately 3,000 at four schools over five sites. We prepare students for the challenges of high school and beyond by instilling skills like collaboration, deep questioning, and self-advocacy along with values like compassion, perseverance, and global citizenship. Our students achieve well academically because we focus on their whole experience: we believe that a foundation of healthy relationships among adults and children and attention to wellbeing allows our academic goals of learner centered, evidence and competency based, and meaningful work to be realized. We know that a high-quality, well-supported, and continuously improving teacher in every classroom is the most impactful way to reach the teaching and learning goals we set. Finally, we work hard to maintain the trust, support, and partnership of our involved community to provide the robust, challenging, and effective program we offer to all families. Twenty-five cents of every dollar the district spends is a "choice" made by our incredibly supportive community that has approved several parcel taxes over the years and our dedicated education foundation and parent teacher organizations, which raise more than \$4.5 million per year for the school district. MPCSD is truly a one-of-a-kind school district.

QUALIFICATIONS

- Bachelor’s degree or equivalent training in business, public administration, or appropriate field; master’s degree preferred
- Five years of successful experience in school business, comparable private sector experience, or related school operations

SALARY

The salary range for this position is up to \$205,579 and is negotiable based upon experience. In addition to this salary, a benefits package, stipend for a master’s degree, and a car allowance are provided.

TENTATIVE SELECTION TIMELINE

Application deadline	1/21/2020
Paper screening completed	1/23/2020
<i>Planned</i> candidate interviews	1/28/2020
<i>Planned</i> final interviews	2/5/2020
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/lea-job-opportunities

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

MENLO PARK CITY SCHOOL DISTRICT BOARD OF EDUCATION

- David Ackerman, President
- Stacey Jones, Vice President
- Sherwin Chen, Member
- Scott Saywell, Member
- Mark Box, Member

Erik Burmeister, Superintendent

MENLO PARK CITY SCHOOL DISTRICT

San Mateo County
An Equal Opportunity Employer



THE POSITION

Under the direct supervision of the Superintendent, the Chief Business Officer is responsible for the organization and administration of the financial and business affairs of the District, such as payroll, purchasing, budget, investment and risk management, bond management/emergency preparedness, and school safety and security. The Chief Business Officer will also assist the Superintendent in administering the District building program; supporting maintenance, operations, and transportation; collective bargaining; personnel management; and strategic planning.

ABOUT THE DISTRICT

The District serves approximately 3,000 students in its four schools, which includes three elementary schools and one middle school.

The District has a General Fund operating budget of approximately \$54 million and is community funded with approximately \$10 million in excess taxes. In addition, the District receives approximately \$4 million from its education foundation and approximately \$8.5 million in parcel taxes (four parcel taxes total, of which three are evergreen).

DUTIES AND RESPONSIBILITIES

Note: This revised job description is pending MPCSD Board approval at the December 12, 2019, Board meeting.

The following responsibilities are essential for this position:

Budget, Finance, and Planning

- Develop and prepare annual budget and monitor income and expenditures of all District funds, make necessary reports to staff and the Superintendent, Cabinet, Board of Education, and public.
- Act as chief District representative to the Board's Finance and Audit Committee, prepare agendas, co-facilitate meetings with

Chair, and provide necessary reports and documents

- Conduct financial analysis including forecasting financial commitments, and evaluating contracts, and serve as the District investment manager including the administration of tax revenue and anticipation notes
- Assist the Superintendent in coordinating, planning, and administering the District budgetary program working closely with the state's Office of Public School Construction and the State Allocation Board
- When necessary, contract with outside demographer to present demographic estimates of enrollment trends for budgeting and planning purposes
- Oversee administration of parcel taxes and senior exemptions

Accounting, Purchasing, and Billing

- Lead, administer, and supervise accountant, payroll, accounts payable/receivable, cash receipts, fee collections, and other accounting services within the District Business Office
- Perform and/or supervise central accounting functions, forecasting revenue and expenditures, cash flow, fixed assets, negotiated bargaining agreements, and all other related functions
- Review all contracts, agreements, and negotiations for legal form and maintain records covering insurance, policies, and programs of the District
- Prepare bid documents specifications and advertisements for major purchases and projects in accordance with the Public Contract Code

Human Resource, Staffing, and Payroll

- Assist the Superintendent in the collective bargaining process serving as a District representative on negotiating teams

- Administer all communication duties related to AB 1200 and any additional state/federally mandated finance or communication duties related to collective bargaining, and maintain district salary schedules
- Maintain position control and administer functions such as Workers' Compensation, retiree benefits, health/dental programs, and payroll, coordinating services with Human Resource programs
- Assist in forecasting staffing needs based on enrollment projections

Facility, Bond, and Programs

- Supervise free or reduced lunch program, student health insurance, and liability insurance
- Direct and oversee division activities, functions, and programs, including the construction, renovation, and maintenance of the school sites and administrative facilities
- Act as chief District representative to the District Bond Oversight Committee providing necessary reports on facility development, budget, and auditing
- Manage District budgets and maintain documentation related to bond projects including expenditure reports, development of purchase orders, and tracking of projects

CONTACT

SSC will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **January 21, 2020**.

Please forward application materials and requests for information to:

Debbie Fry and Sheila G. Vickers
Search Advisors

Menlo Park City 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>
--

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