



## *Dos Palos-Oro Loma Joint Unified School District is seeking an*

# **Assistant Superintendent of Business Services**

The Dos Palos-Oro Loma Joint Unified School District's (District) mission statement is, "Serving the community through education with integrity and accountability in the best interest of all students." Located in the heart of the San Joaquin Valley, one of the richest agricultural regions in the United States, the District is in the geographic center of California, with access to both winter and summer recreational areas. The 600-square-mile school district, centered in Merced County, also includes a portion of Fresno County and has a total population of approximately 5,541. The District's leadership is comprised of a collaborative and dynamic team including the Superintendent, Assistant Superintendent of Educational Services, Assistant Superintendent of Business Services, and Human Resources Manager. The entire District works together to achieve the vision of producing confident, respectful, productive, and responsible leaders who thrive in meeting current and future challenges.

### **DOS PALOS-ORO LOMA JOINT UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES**

Maria Lorenzetti-Davis, President  
Lisa Areias, Clerk  
Jeff Chase, Member  
Bill Van Worth, Member  
Gordon Bonds, Member  
Jeremy O'Banion, Member  
Moy Meraz, Member

**Justin Miller, EdD, Superintendent**

**DOS PALOS-ORO LOMA JOINT UNIFIED  
SCHOOL DISTRICT**  
**Merced County**  
***An Equal Opportunity Employer***



### **QUALIFICATIONS**

- Any combination of training, education, and/or experience equivalent to a bachelor's degree in Accounting, Business Administration, or a related field; school business emphasis highly preferred
- At least five years of increasingly responsible management experience in a school system
- Hold or willing to obtain Chief Business Officer certification

### **SALARY**

The salary range for this position is \$126,876 to \$147,338. In addition to this salary, a benefits package and stipend for a master's degree are provided.

### **TENTATIVE SELECTION TIMELINE**

**Application deadline**.....**February 18, 2020**  
Paper screening completed .....February 20, 2020  
*Planned* candidate interviews .....February 27, 2020  
*Planned* final interviews .....March 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](http://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.

## THE POSITION

The position of Assistant Superintendent of Business Services is responsible for managing the business services of the District including the following departments: fiscal; facilities; maintenance, operations, and transportation; and food services. The incumbent in this position provides accurate and timely information to the Board, Superintendent, staff, and public; ensures compliance with established policies, procedure, and/or code; addresses a variety of administrative needs and processes; and performs other duties directly related to this job description.

## ABOUT THE DISTRICT

The District serves approximately 2,346 students in its five schools, including two elementary schools, one middle school, one high school, and one alternative education school.

The District has a General Fund operating budget of approximately \$32 million.

## DUTIES AND RESPONSIBILITIES

The following responsibilities are essential for this position:

- Supervises the fiscal operations of the District to ensure that revenues and expenditures are within budget, and that legal and sound accounting practices are followed
- Develops, prepares, and administers the annual district budget; analyzes and reviews budgetary and financial data, monitors and authorizes expenditures in accordance with established guidelines, and assumes responsibility for long-range financial planning
- Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files
- Recommends solutions to a variety of complex issues for the purpose of addressing the needs

and responsibilities of the District

- Communicates with contractors, District administrators, and staff to coordinate activities and programs, resolve issues and conflicts, and exchange information
- Administers a budget control system for the District, acts as payroll officer, and supervises the collection, safekeeping, and distribution of all funds
- Manages the District's purchasing and property and insurance programs
- Monitors student enrollment trends
- Oversees the preparation of the average daily attendance reports as required
- Attends meetings of the Board; presents and interprets the financial impact of proposals as necessary
- Participates as a member of the District's collective bargaining team with classified and certificated bargaining units
- Participates in the development of legislation affecting school finance and business management
- Responsibility in maintaining and overseeing the maintenance, operations, and transportation and food services programs
- Supervises and evaluates the performance of assigned staff
- Serves as a member of the Superintendent's Cabinet

## Knowledge, Skills, and Abilities Required

- Knowledge of the planning, organization, and direction of business and finance-related services
- Knowledge of business management principles and processes
- Knowledge of budget preparation and control

- Knowledge of applicable laws, codes, regulations, policies, and procedures
- Ability to plan, organize, and administer a wide variety of major organizational units involving business and finance
- Ability to interpret, apply, and explain rules, regulations, policies, and procedures
- Ability to analyze situations accurately and adopt an effective course of action
- Ability to meet schedules and timelines
- Ability to work independently with little direction
- Ability to plan and organize work
- Ability to prepare comprehensive narrative and statistical reports
- Ability to effectively supervise and evaluate the performance of assigned staff
- Ability to develop, modify, and direct the implementation of budgetary controls and accounting systems
- Ability to establish good rapport and work well under deadline pressures

## CONTACT

SSC will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **February 18, 2020**. Please forward application materials and requests for information to:

**Debbie Fry and Kathleen Spencer**  
Search Advisors

**Dos Palos-Oro Loma Joint 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:**  
*(For Office Use Only)*

**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:
Address:
City, State, Zip:
Type of current organization/district (K-6, K-12, etc.):
Annual Budget:

Date:	Email:
Home Telephone: (     )	
Cellular Telephone: (     )	
Office: (     )	
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:

\_\_\_\_\_  
*(Signature)* I heard about this position through: \_\_\_\_\_

**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