



BRS&D

**Belmont-Redwood Shores
School District**

Belmont-Redwood Shores School District is Seeking a Chief Business Official

The Belmont-Redwood Shores School District is conveniently located in the heart of the San Francisco Peninsula, just south of Highway 92.

The District is a TK–8 elementary school district serving 4,317 students. It has four TK–5 elementary schools, two TK–8 schools, and one middle school. The community is incredibly supportive of its schools through the active involvement of city leaders, parcel taxes approved through 2025, a remarkable education foundation, corporate donations, and successful bond efforts that have modernized and expanded every school site. Local residents appreciate the vibrant community, safe neighborhoods, numerous parks, strong youth programs, and shared commitment to education.

**BELMONT-REDWOOD SHORES
SCHOOL DISTRICT
BOARD OF TRUSTEES**

Suvarna Bhopale, President
Amy Koo, Vice President
Samuel Leinbach, Clerk
Jim Howard, Member
Rahila Passi, Member

**Michael Milliken, Ph.D.
Superintendent**

**BELMONT-REDWOOD SHORES
SCHOOL DISTRICT**

San Mateo County

An Equal Opportunity Employer



QUALIFICATIONS

- At least four years of successful experience as a school district administrator performing management, fiscal, and operational functions, or comparable private sector experience
- A master’s degree in business, education, or public administration, or equivalent training and experience

SALARY

The salary range for this position is \$160,000 to \$200,000 plus stipends for master’s and doctoral degrees. In addition to the salary, an attractive benefits package is offered.

TENTATIVE SELECTION TIMELINE

Application deadline 2/18/20
Paper screening completed 2/19/20
Planned candidate interviews.... 2/27/20
Planned final interviews.....3/5/20
Appointment by Board TBD

Note: The dates shown above are for planning purposes, but are subject to change. Please check School Services of California Inc.’s (SSC) website (www.sscal.com) for current dates.

APPLICATION PROCEDURE

To be initially considered, an applicant must provide the following:

- Letter of interest
- Résumé
- 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.

THE POSITION

The District is seeking well-qualified candidates to apply for the position of Chief Business Official.

The successful candidate, under the direction of the Superintendent, will have a cabinet-level position charged with complete responsibility for organization and administration of the financial and business affairs of the District, including maintenance and operations, food services, payroll and benefits, and purchasing.

ABOUT THE DISTRICT

Class size averages 25 in grades TK–3, and approximately 30 in grades 4–8. Students matriculate to Carlmont High School in the Sequoia Union High School District.

In 2018–19, local revenue represented \$9,327,401 (17.6%) of the District’s \$53,069,018 total General Fund revenues.

As of July 1, 2019, the principal balance of District-issued bonds was \$120,731,971. The most recent issuance for approximately \$38 million was pursuant to a \$48 million bond measure (Measure I) passed in November 2014. The proceeds were fully spent on new construction and modernization. While no bond funds remain, the District still has authorization to issue an additional \$10 million in general obligation bonds.

DUTIES AND RESPONSIBILITIES

The Chief Business Official provides district-wide leadership in the area of financial management. Essential functions of the position include:

- Preparing and presenting budgets at reporting intervals; providing continuous monitoring of revenues and expenditures in the budget

- Planning, organizing, assigning, supervising, and evaluating business office staff in the maintenance of budget records
- Controlling payroll preparation and the proper disbursement of funds, and all other related accounting functions
- Ensuring that financial records and reports are prepared in accordance with applicable state and federal laws and regulations
- Evaluating and approving/disapproving work requests involving maintenance, construction, alteration, remodeling, or capital outlay expenditures
- Providing consultation services to appropriate members of the administrative staff—helping them with their fiscal and operational needs and requirements in order to achieve more cost efficient and effective programs
- Keeping the Board of Trustees and administration fully informed of the District’s fiscal and operational activities as appropriate
- Administering the insurance programs of the District
- Serving as liaison between the District and city agencies with regard to the use of school facilities and maintenance of parks and recreations agreements
- Responsibility for developer fee programs
- Responsibility for District financing, i.e., certificates of participation, bond issues, etc.
- Organizing systems and processes within the business office to ensure optimum use of District resources and personnel
- Acting as liaison to District financial consultants, community

groups, service organizations, police, fire, and other agencies

- Participating in negotiations with employee groups as needed; assisting in preparing data essential to the collective bargaining process

ADDITIONAL QUALIFICATIONS

The successful candidate will have:

- Strong interpersonal skills demonstrated by the ability to establish and maintain effective relations with people both inside and outside of the District
- An ability to formulate plans and policies, analyze, and make sound recommendations on complex programs
- An ability to work independently, be self-regulated, and self-disciplined while following general direction in an effective manner
- A knowledge of applicable state laws, codes, regulations, policies, and procedures

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:

Suzanne Speck and Kathleen Spencer

Search Advisors

**Belmont-Redwood Shores
School District**

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

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: kims@sscal.com