

Twin Rivers Unified School District Is Seeking a Chief Business Official



“To Inspire Each Student to Extraordinary Achievement Every Day”

Twin Rivers Unified School District (District) provides an educational environment that offers all students the opportunity to reach their full potential and participate as prepared citizens of the global community. The District has a vision of an unwavering commitment to every student’s journey to ensure all graduates are college and career ready. We are the 28th largest school district in California and we are fully committed to our mission: To inspire each student to extraordinary achievement every day!

The District serves 25,600 students in northern Sacramento County who come from families that speak 46 different languages. Our diverse students and staff are amazing people, and we are proud of them. Our 3,100 employees have won awards such as Sacramento County Teacher of the Year, California Teacher of the Year, California Classified School Employee of the Year, Sacramento Arts & Business Council’s Arts Educator of the Year, a few different awards from the Association of California School Administrators, and ten consecutive years of the Association of School Business Officials International Meritorious Budget Award.

TWIN RIVERS UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES

- Michelle Rivas, President
- Michael Baker, Vice President
- Basim Elkarra, Clerk
- Bob Bastian, Member
- Linda Fowler, JD, Member
- Ramona Landeros, Member
- Rebecca Sandoval, Member

Steven Martinez, EdD, Superintendent

QUALIFICATIONS

The successful candidate will have any combination equivalent to:

- An advanced degree in business administration, educational administration, or related field
- Five years of increasingly responsible financial management experience in a school system or an organization of equivalent complexity

SALARY

The salary range for this position is **\$180,000 to \$220,000** and is negotiable. In addition to this salary, a benefits package is provided.

TENTATIVE SELECTION TIMELINE

| | |
|---|----------------|
| Application deadline | 2/24/20 |
| Paper screening completed | 2/26/20 |
| <i>Planned</i> candidate interviews | 3/3/20 |
| <i>Planned</i> final interviews | 3/10/20 |
| Appointment by Board | TBD |

Note: Dates shown above are for planning purposes and 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, a candidate 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.

TWIN RIVERS UNIFIED SCHOOL DISTRICT
Sacramento County

An Equal Opportunity Employer



THE POSITION

Under general direction of the Superintendent, the Chief Business Official (CBO) provides leadership and expertise in assessing, identifying, formulating, and implementing the District's fiscal goals and objectives.

The CBO will work directly with the Superintendent to develop or lead specific programs or activities to expand practices proven to raise student achievement. The CBO will also work with executive leaders to develop and integrate comprehensive and effective educational services to provide students access to high quality learning options and a variety of activities in support of preparing career-ready graduates at all grade levels.

ABOUT THE DISTRICT

There are approximately 25,600 students in the District, which includes 4 comprehensive high schools, 5 middle schools, and 29 elementary schools. The District also offers families the option of two alternative high schools, two special education centers, an independent learning center, an opportunity school, preschools, three dependent charter schools with eight campuses, and Twin Rivers Adult School.

The District encompasses 82 square miles in a growing, ethnically diverse region characterized by a mix of suburban development and light industry. Our families live in the communities of Arden Fair, Del Paso Heights, Dos Rios, Elverta, Foothill Farms, Gardenland, McClellan Park, Natomas, Northgate, North Highlands, North Sacramento, Robla, Rio Linda, and Woodlake.

The District's General Fund budget is approximately \$349 million and maintains a healthy reserve.

DUTIES AND RESPONSIBILITIES

The following responsibilities are essential for this position:

- Plan, organize, control, and direct the projects, activities, and functions of financial services, operations and risk management/benefits
- Oversee business operational services such as transportation, warehousing, facilities, food service, and maintenance as well as financial services projects and activities such as payroll, purchasing, accounts payable and receivable, budgeting, and internal audits
- Implement programs to ensure financial stability; develop and prepare the annual budget for all assigned areas and the District as a whole; analyze and review budgetary and financial data to ensure appropriate allocation of resources; monitor and authorize expenditures in accordance with established guidelines
- Develop and implement effective long- and short-term plans and activities for the District facilities master plan
- Serve as a resource in the areas of finance and budgeting in collective bargaining with employee organizations
- Develop, evaluate, and make recommendations to the Superintendent, Board of Trustees, and others regarding policies and procedures governing the business operations of the District
- Participate in the development of legislation affecting school finance

- Establish and lead interdepartmental teams to address complex District issues; create and maintain a culture of collaboration and continuous improvement among departments, sites, and the community to assist each student to learn at grade level and beyond
- Supervise and evaluate the performance of assigned management staff on a regular basis, provide clear constructive feedback to improve staff effectiveness; interview and select highly qualified employees, recommend transfers, reassignment, termination, and disciplinary actions; plan, coordinate and arrange for appropriate trainings of subordinates in support of professional learning

CONTACT

SSC will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **February 24, 2020**. Please forward application materials and requests for information to:

John Gray and Suzanne Speck
Search Advisors

Twin Rivers Unified School District
School Services of California Inc.
1121 L Street, Suite 1060
Sacramento, CA 95814
(916) 446-7517; fax (916) 446-2011
Email: kims@sscal.com



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|--|
| 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: kims@sscal.com