



DR. FARIS SABBABH
SUPERINTENDENT OF SCHOOLS

Santa Cruz County Office of Education is Seeking a

Chief Business Officer

Santa Cruz County is situated at the northern tip of Monterey Bay, approximately 65 miles south of San Francisco, 35 miles north of Monterey, and 35 miles southwest of Silicon Valley. Its natural beauty is present in the pristine beaches, lush redwood forests, and rich farmland. It has an ideal Mediterranean climate with low humidity and sunshine 300 days a year. Santa Cruz County includes numerous state parks and beaches. Its quaint shops and restaurants, coupled with a multitude of cultural and recreational activities, including sailing, fishing, golfing, surfing, kayaking, hiking, and biking, provide a wealth of leisure activities.

The Santa Cruz County Office of Education partners with county school districts to improve teaching and learning in classrooms. Our direct services include special education, alternative education, career and technical education, outdoor education, and several popular student academic competitions. Our support services include partnerships with child development programs, at-risk youth employment and training programs, Students-in-Transition, emergency response and crisis management, Migrant Head Start, New Teacher Project Induction, as well as fiscal oversight and accounting services and support to county school districts. Thousands of teachers, administrators, and school support staff attend our ongoing training events. We look for opportunities to convene stakeholders and broker partnerships with community agencies and businesses that enhance public education.

**SANTA CRUZ
COUNTY OFFICE OF EDUCATION**

*An Equal Opportunity
Employer*

**Dr. Faris Sabbah
Superintendent of Schools**

QUALIFICATIONS

- Bachelor's degree in finance, accounting, business administration, public administration, or a related field; master's degree preferred
- Seven years of increasingly responsible management and administrative experience in finance, accounting, and personnel, with four years of experience served as a Chief Business Officer in a school district
- Chief Business Officer certificate in school business administration and labor relations from California Association of School Business Officials and/or Association of California School Administrators, preferred

SALARY

The salary for this position is competitive. In addition to the salary, a benefits package, stipend for a master's or doctorate degree, and allowances for a car and cell phone are provided.

APPLICATION PROCEDURE

To be initially considered, an applicant must provide the following to School Services of California Inc. (SSC):

- Letter of interest and 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.

TENTATIVE SELECTION TIMELINE

Application deadline	3/9/20
Paper screening completed.....	3/11/20
Planned candidate interviews	3/17/20
Planned final interviews	3/20/20
Appointment by Superintendent	TBD

Note: The dates shown above are for planning purposes but can be subject to change. Check SSC's website for current dates.



THE POSITION

Under the direction of the County Superintendent of Schools, the Chief Business Officer (CBO) will provide support to the fiscal management process. The CBO will have specific responsibilities for directing the overall delivery of business services to meet educational needs of the county and school districts through planning, organizing, and managing countywide fiscal and operational services including internal business services, district business services, and information technology services. Related functions are budgeting, accounting, and financial recordkeeping; assuring the fiscal integrity and efficiency of the business division; providing highly responsible and complex administrative support to the county Superintendent; and serving as an integral member of the leadership team.

ABOUT THE COUNTY OFFICE

The Santa Cruz County Office of Education (COE) offers programmatic and business services, supports, and oversight to the ten school districts in Santa Cruz County. The COE also coordinates and offers a range of direct services to students and families.

The COE has a General Fund budget of more than \$56 million.

DUTIES AND RESPONSIBILITIES

The CBO will be responsible for the following:

- Advises the Superintendent and Board of Education concerning fiscal and business technology matters of the COE by serving as a member of the Superintendent's Cabinet
- Collaborates with a wide variety of internal departments and external entities to implement program components, create long and short-term plans, identify sources to sustain grants and funds, and address the COE's objectives

- Collaborates with various internal and external groups and serves as a resource and lead person of various COE functions
- Compiles and analyzes fiscal, budget, and facility data from internal and external sources
- Conducts and/or participates in meetings, workshops, conferences, presentations, seminars, and panel discussions before educational groups, local boards and agencies, and community groups regarding a range of issues
- Directs various aspects of Business Division budget and financial operations to ensure an accurate budget and timely accounting
- Manages goals, objectives, policies, and priorities for various business services functions within the COE for the purpose of achieving organizational objectives required by the California Department of Education while complying with established requirements of educational policies of the COE
- Monitors assigned programs and/or department activities to ensure that performance objectives are met within the budget, meet financial obligations, and assure the fiscal solvency
- Oversees the acquisition, purchase, and maintenance of countywide properties and related activities
- Oversees the functions and operations of the Business Division and other programs
- Oversees practices and fiscal management of Assembly Bill 1200 for the COE and designated school districts to ensure that local educational agencies throughout the county are prepared to meet their financial obligations; provide written notifications of the results on the fiscal solvency of the districts
- Provides leadership to and assists the Chief Business Officials of the

school districts served by the COE and managers on all aspects of school business services

- Plans the Business Division's various work plans and personnel functions through subordinate-level managers
- Supports the Superintendent, Board, and department administrators for the purpose of developing and implementing services and programs and achieving operational goals

ADDITIONAL QUALIFICATIONS

The successful candidate will have the knowledge:

- To review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions
- Of operational characteristics, services, and activities of a comprehensive public school business services program
- Of organization and management practices as applied to the analysis and evaluation of programs, staff, policies and operational needs
- Of pertinent federal, state, and local laws, codes, and regulations

CONTACT

SSC will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **March 9, 2020**. Please forward application materials and requests for information to:

Kathleen Spencer and Sheila G. Vickers
Search Advisors
Santa Cruz COE

School Services of California Inc.
1121 L Street, Suite 1060
Sacramento, CA 95814
Phone: (916) 446-7517
Fax: (916) 446-2011
Email: KellyS@sscal.com

Candidate Number: <i>(For Office Use Only)</i>

Agency Name: Santa Cruz County Office of Education Application Form

Application for the Position of: **Chief Business Officer**

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 résumé.

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:
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	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: kellys@sscal.com