

# Salinas City Elementary School District

Is Seeking an

## Assistant Superintendent of Business Services



The Salinas City Elementary School District (District) is one of the largest school districts in Monterey County serving approximately 8,500 students in grades TK-6 at 14 elementary schools. The District offers dual language education in Spanish at several schools and is leading the way in innovative approaches to education while addressing equitable conditions for learning. The District stakeholders are committed to equity, strong community relationships, collaborative solutions through their labor-management initiative, and remaining fiscally solvent.

The District is located in beautiful Monterey County and the city of Salinas is located just outside the southern portion of the greater Bay Area. Our comfortable coastal climate, abundant natural resources, and diverse population provide a solid economic and cultural environment that is also a popular destination for tourists.

### **SALINAS CITY ELEMENTARY SCHOOL DISTRICT Board of Trustees**

Amy Ish, President  
Kathryn Ramirez, Vice President  
Francisco Estrada, Clerk  
Art Galimba, Trustee  
Maribel Pierce, Trustee

**Rebeca Andrade, EdD, Superintendent**

**Salinas City Elementary School District**  
Monterey County

*An Equal Opportunity Employer*



### **QUALIFICATIONS**

The successful candidate will have:

- BA/BS college degree from accredited institution with a major in Public Administration, Business Administration, or related field
- Master's degree in related fields, desired
- Three (3) years of successful district-level leadership or equivalent experience
- Five (5) years of increasingly responsible experience in business office management at a California public school district, desired
- Bilingual/Bi-literate, desired (English/Spanish)

### **SALARY**

The salary range for this position is \$136,630 to \$166,075. In addition to this salary, a monthly car allowance and benefit package is also offered.

### **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-career-opportunities](http://www.sscal.com/lea-career-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**..... 11/9/20  
**Paper screening completed**..... 11/12/20  
**Planned candidate interviews**..... 11/18/20  
**Planned final interviews** ..... 12/1/20  
**Appointment by Board** ..... 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

The position of Assistant Superintendent of Business Services plans, directs, and supervises all business support services of the District and coordinates these services with the personnel and instructional programs and services of the District.

## ABOUT THE DISTRICT

The District serves approximately 8,500 students in 14 elementary schools (grades TK-6).

The District has a General Fund operating budget of approximately \$105,441,438. The District's Measure T was approved by District voters on June 3, 2008, authorizing the District to issue general obligation bonds up to the amount of \$80 million. The District has previously issued four series of bonds under the authorization totaling \$59,996,475.

## DUTIES AND RESPONSIBILITIES

Under the direction of the Superintendent, the Assistant Superintendent of Business Services supervises the Director of Fiscal Services; Director of Bond Projects, Facilities, and MOT; and the Director of Food Services. In addition, this position provides leadership and direction in the following areas:

- Prepares the annual operating budget in support of the District goals and objectives established by the Superintendent and Board as well as assists the Superintendent in the presentation and interpretation of the budget to the Board of Trustees
- Formulates and recommends, to the Superintendent for approval or submission to the Board of Education, policies governing the operation and control of the Business Services Department
- Establishes and oversees implementation of operating objectives,

within the framework of approved policy, for each of the fiscal services to ensure their effective support to the educational functions of the Salinas City Elementary School District

- Supervises and oversees the activities of the Transportation, Food Services, and Maintenance departments
- Coordination of the activities of the Business Services Department including the overseeing of insurance programs, facilities, budgeting, accounting, purchasing, and financial reports
- Develops and issues standards, procedures, and operating instructions governing the business, financial, and data processing services of the Business Services Department
- Assists the Superintendent, as directed, in presenting the programs and needs of the Business Services Department to the Board of Education and to County and State officials
- Evaluates, on a continuing basis, the business support services of the school system; supervises the development of long and short-range plans for the Division of Business Services and submits reports periodically to the Superintendent on accomplishments and future activities of the Business Services Department.
- Provides leadership for a positive financial management control operation which, to the extent permitted by the Education Code and other external rules and procedures, establishes a sound basis for professional management of all income and expenditures of the District; and installs and maintains appropriate expense reduction programs in functions

and services of the Business Services Department where the need is determined

- Directs the development of budgetary procedures, systems of budgetary review and expenditures control, and budgetary presentation methods to explain the District budget to the Superintendent of Schools, the Board of Education, and the appropriate County and other government officials for approval
- Reviews, approves, and submits budgets for schools, offices divisions, and departments to the Superintendent
- Officially supervises the preparation and submission of all necessary financial and other reports required for reimbursement to the District of monies from appropriate federal, state, and local government agencies
- Compiles and furnishes vital statistics on attendance, collective bargaining proposals, and other matters as requested
- Supervises the District's utilization and disposition of surplus properties
- Serves on the Superintendent's Cabinet

## CONTACT

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

Suzanne Speck and Kathleen Spencer  
Search Advisors

**Salinas City Elementary School District**  
c/o School Services of California Inc.

1121 L Street, Suite 1060

Sacramento, CA 95814

Phone: (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 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:
_____	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**