

# Soledad Unified School District Is Seeking a

## Chief Business Officer



The Soledad Unified School District (District) is located in rural southern Monterey County and serves a diverse student population of approximately 4,900 in grades Preschool through 12th grade.

The District provides a vigorous, high-quality, engaging, and targeted educational program that prepares our diverse students to meet or exceed district and state standards, and state and national performance targets that teaches the skills to inspire students to be life-long learners, and supports success in higher education, employment, citizenship, and family life.

District students will demonstrate high levels of literacy in all academic fields, use effective thinking and productive organizational skills, show positive and healthy personal and civic responsibility, express the ability to be both independent and cooperative, appreciate diverse cultures, and develop meaningful and rewarding social relationships.

The District employs and retains administrators, teachers, and support staff who are highly qualified, dedicated, and effective. They hold themselves and students to high personal and academic expectations and demonstrate continuous self improvement that drives program and student success.

The District recently passed a bond—Measure N, which will provide funding for a teacher housing project as well as technology infrastructure.

### SOLEDAD UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Javier Galvan, President  
Alfredo Flores, Vice President  
Monica Pantoja, Clerk  
Iván A. Ibarra Mora, Member  
Roberto Ocampo, Member

**Randy Bangs, Interim Superintendent**

**SOLEDAD UNIFIED SCHOOL DISTRICT**  
Monterey County  
An Equal Opportunity Employer

### QUALIFICATIONS

The successful candidate will have:

- A bachelor's degree from an accredited college or university with a major in business administration, accounting, or related field; OR
- Two-year associate's degree in business, accounting, or related field; and five or more years as a director in a California school district or county office of education
- Formal school business management certification by organizations such as ACSA, CASBO, FCMAT, or from any major college or university

### SALARY

The salary range for this Senior Management position is **\$137,702 to \$167,536**. Additional fringe benefits, which include a 100% medical benefit coverage for employee and family, are offered.

### TENTATIVE SELECTION TIMELINE

**Application deadline** ..... **2/22/2021**  
Paper screening completed ..... 2/24/2021  
*Planned* candidate interviews ..... 3/2/2021  
*Planned* final interviews ..... 3/9/2021  
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](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 District is seeking well-qualified candidates to apply for the position of Chief Business Officer (CBO).

Under the guidance of the Superintendent, the Senior Management position of CBO is responsible for the organization and operation of the financial and business affairs of the District. The CBO manages food service and business department personnel so that all will contribute toward a quality educational program. The CBO supports the Maintenance, Operations, and Transportation Department, and manages the financing and construction of facilities. This position is characterized by its highly confidential nature and serves as a member of the Superintendent's cabinet.

## ABOUT THE DISTRICT

The District provides education to approximately 4,900 students attending five elementary schools, one middle school, one high school, and one continuation school, as well as an adult education program.

The District's General Fund budget is approximately \$73.1 million.

## DUTIES AND RESPONSIBILITIES

The CBO provides leadership and direction in the following areas:

- Manages the financing and construction of facilities, finances, budget, revenue, and expenses for all District funds
- Supports the Maintenance, Operations, and Transportation Department
- Directs and supports the Food Service Program

- Controls the establishment and maintenance of all methods and procedures of the Fiscal Service Department
- Prepares and administers the budget
- Responsible for developing and maintaining sound fiscal practices
- Supervises and assists in the preparation of all fiscal audits
- Oversees attendance accounting of students, administers service contracts, and conducts internal management studies for efficiencies
- Supervises and audits internal accounts; purchasing, inventory and distribution of supplies and equipment
- Administration of District property and liability insurance program
- Administers the debt service budgets
- Conducts statistical financial studies as may be necessary in projecting, upgrading, or evaluating programs and services
- Serves on union negotiating teams and conducts financial analysis for negotiations
- Provides consultation and technical expertise to the Superintendent, administrators, staff, outside organizations, and others concerning finance issues, operations, and activities
- Responds to inquires, resolve issues and conflicts, and provides detailed and technical information concerning related

programs, goals, objectives, laws, codes, regulations, and policies and procedures

- Applies provisions of law and District policies to all business activities
- Carries out special projects assigned by the Superintendent
- Oversees District Accounts Payable and Payroll

## CONTACT

SSC will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **February 22, 2021**. Please forward application materials and requests for information to:

**Danyel Conolley and John Gray**  
Search Advisors

**Soledad Unified School District**  
c/o School Services of California Inc.  
1121 L Street, Suite 1060  
Sacramento, CA 95814  
(916) 446-7517  
fax (916) 446-2011  
Email: kims@sscal.com



<b>Candidate Number:</b>  <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 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: kims@sscal.com