



# Little Lake City School District

## Is Seeking an Assistant Superintendent, Business Services

### THE POSITION

Under the direction of the Superintendent, the Assistant Superintendent of Business Services will lead and guide as a member of the executive Cabinet in a highly collaborative, non-siloed environment that includes the development and administration of a program for the effective management of all business matters for the school district. With a keen eye for detail, this position is intertwined in all facets of the organization and essential for delivering high-quality educational programs for all students. The position is well suited for an experienced Chief Business Official seeking a new challenge or a rising star ready to make their mark on a great district. With frequent site visits and participation at public events, this position demands refined soft skills. In addition to being an exceptional team player, the incumbent will plan, implement, direct, and oversee the business operations of the Little Lake City School District (District) in a manner that will provide the maximum resources for the educational program; keep the District in compliance with generally accepted professional practices and applicable laws, regulations, policies, etc.; provide Districtwide leadership in assessing issues and programs from a financial and business perspective and develop innovative solutions for the Superintendent, Board of Education, and others; and to perform other duties as assigned.

### ABOUT THE DISTRICT

Little Lake City School District is a small elementary (K-8) school district that lies in the southeastern corner of Los Angeles County. The District's nine schools serve more than 4,000 students that reside in the municipalities of Santa Fe Springs, Norwalk, and Downey. The school buildings and facilities have been modernized and many of them are situated in park-like settings. The District maintains an organizational philosophy that reflects the importance of collaboration and site-based decision making. The District has a strong relationship with local city agencies and government, and it enjoys a strong, friendly partnership with members of the community. All schools in the District have been recognized as state award winning schools. Both middle schools are recognized as National Schools to Watch.

The District has a general operating budget of \$52.7 million, along with lease revenue and a parcel tax as supplemental revenue.

#### LITTLE LAKE CITY SCHOOL DISTRICT Board of Education

Gabriel Jimenez, President  
Hilda Zamora, Vice President  
Janet Rock, Clerk  
Manuel Cantu, Member  
Gina Ramirez, Member

**William Crean, EdD  
Superintendent**

**Little Lake City School District**

Los Angeles County

*An Equal Opportunity Employer*

### QUALIFICATIONS

The successful candidate will have:

- Bachelor's degree in accounting, business, public administration, or similar field; a master's degree is preferred
- Five years of progressively responsible administrative experience as an assistant or chief business official in a public education setting
- Experience working with facilities planning and fiscal oversight of large projects preferred

[Click here for the full Job Description.](#)

### SALARY

The salary range for this position is **\$120,708 to \$140,820**. In addition to the salary, professional dues and mileage allowances, various stipends, and a benefits package are 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**..... 7/6/21  
**Paper screening completed**..... 7/8/21  
**Planned candidate interviews** ..... 7/12/21  
**Planned final interviews** ..... 7/16/21  
**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.

### CONTACT

SSC will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **July 6, 2021**. Please forward application materials and requests for information to:

John Gray and Robert McEntire, EdD  
Search Advisors

**Little Lake City 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



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