

Roseville City School District

Is Seeking an

Associate Superintendent of Business Services



THE POSITION

The Associate Superintendent of Business Services is charged with developing and managing the fiscal affairs of the district and is an integral part of a dynamic and committed leadership team, focused on the advancement of collaborative partnerships with stakeholders. This position also oversees the services provided by the Maintenance and Facilities Department, Child Nutrition Department, Purchasing Department, Transportation Department, and Technology Department.

This position is responsible for the planning, development, and implementation of all aspects of the budget preparation and monitoring, and long-term fiscal planning for the District. The position is a member of the District Leadership Team and Superintendent's Cabinet, and reports to the Superintendent.

ABOUT THE DISTRICT

The Roseville City School District (RCSD) was established in 1869 with 44 students and now serves more than 11,300 students in 2 preschools, 16 elementary schools (TK–5), and 4 middle schools. RCSD has emerged as Roseville's community hub of education. RCSD opened its 20th school during the 2020–21 school year and is scheduled to open more to accommodate anticipated growth. We offer specialized programs such as AVID, Career Technical Education, GATE, International Baccalaureate courses, plus art and music education. RCSD has a General Fund operating budget of \$135 million. RCSD enjoys collaborative and positive labor relations with its employee groups.

Our mission is to provide the best educational environment for our students by attracting the most qualified candidates for all positions in the district, making them feel welcome and providing them with the best support possible to help them succeed.

RCSD is located 16 miles east of Sacramento in Placer County. Placer County is the second-fastest growing county in California with one of the state's highest rates of millennial home-buyers. Roseville was voted "Best Place to Raise a Family" in 2017, making the region the brightest choice for young professionals and families.

We hope you make Placer County and RCSD your choice to establish your career, accomplish your dreams, and change the lives of our community's future leaders.

ROSEVILLE CITY SCHOOL DISTRICT Board of Education

Rob Baquera, President
Valerie Gross, Clerk
Alisa Fong, Member
Julie Constant, Member
Meghan Krafska, Member

Derk Garcia, Superintendent

Roseville City School District
Placer County

An Equal Opportunity Employer



QUALIFICATIONS

The successful candidate will have:

- Minimum of three to five years of supervisory and management-level business and financial experience, including experience in a California school district
- Bachelor's degree is required
- A master's degree in business or public administration, accounting, and/or education is highly desirable
- School business-related certifications and/or training preferred
- Responsibility for budget development and/or facilities development and financing is highly desirable

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

SALARY

The salary range for this position is **\$157,505 to \$186,240**. In addition to this salary, a car allowance and benefits package are 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

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.....	9/20/21
Paper screening completed.....	9/21/21
Planned candidate interviews.....	9/27/21
Planned final interviews.....	10/1/21
Appointment by Board	10/7/21
Anticipated start date	11/1/21

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 **September 20, 2021**. Please forward application materials and requests for information to:

Robert McEntire, EdD, and Kathleen Spencer
Search Advisors

Roseville City School District
c/o School Services of California Inc.
1121 L Street, Suite 1060
Sacramento, CA 95814
Phone: (916) 446-7517
Email: joannad@sscal.com

Candidate Number:

(For Office Use Only)

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:
Address:
City, State, Zip:
Type of current organization/district (K-6, K-12, etc.):
Annual Budget:

Date:	Email:
Home Telephone:	
Cellular Telephone:	
Office:	
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:

(Signature)

I heard about this position through: SSC Searchlight:
 SSC Email: SSC Website: SSC LinkedIn:
 CALSA: CASBO: ACSA: EDJOIN: Other:

Please return this form to:
Search Advisors ▪ c/o School Services of California Inc. ▪ 1121 L Street, Suite 1060, Sacramento, CA 95814
(916) 446-7517 ▪ Email: joannad@sscal.com