

# San Ramon Valley Unified School District

## Is Seeking a

### Executive Director of Business Services



#### THE POSITION

Under the supervision and direction of the Chief Business Officer, the Executive Director of Business Services provides leadership and management of the daily operations in the Business Services Department, including Fiscal Services, Accounting and Payroll, Purchasing, and Child Nutrition. This position plays a key role on the high-functioning, talented, and skilled Business Services Department team. The Executive Director position requires the incumbent to exhibit strong leadership capabilities, possess expertise in school finance management, and have experience in leading the cohesive development of staff in a school business environment.

#### ABOUT THE DISTRICT

The San Ramon Valley Unified School District (District) covers approximately 18 square miles of area, encompassing the communities of Alamo, Blackhawk, Danville, Diablo, and San Ramon as well as a small portion of the city of Walnut Creek. The District is comprised of 36 schools serving more than 30,000 students in Transitional Kindergarten through Grade 12.

The District employs approximately 3,000 staff members and hires roughly 300 employees per year. With an annual operating budget of \$360 million, the District typically receives more than \$17 million per year in parent/private donations, and approximately \$7 million per year from a local parcel tax.

The District continues to be one of the highest performing school districts in California. The District recently developed and adopted new strategic directions which feature equity, deep learning and innovation, social emotional well-being, shared leadership, stewardship of resources, and a culture of responsiveness as primary cornerstones.

#### SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

##### Board of Education

Ken Mintz, President  
Rachael Hurd, Vice President  
Laura Bratt, Clerk  
Shelley Clark, Member  
Susanna Ordway, Member  
Ronit Batra, Student Member

**Dr. John Malloy, Superintendent**

**San Ramon Valley Unified School District**  
Contra Costa County

*An Equal Opportunity Employer*

#### QUALIFICATIONS

The successful candidate will have:

- Any combination of training, experience and/or education equivalent to a bachelor's degree in Business Administration, Accounting, Public Administration, or a related field
- Five years of progressively responsible business-related management experience, preferably in a K-12 education or public setting
- Training and/or certification as a Chief Business Officer preferred

#### SALARY

The salary range for this position is **\$154,207 to \$205,616**. In addition to this salary, a cell phone stipend and an attractive benefits package are also offered.

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

#### APPLICATION PROCEDURE

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

- Letter of interest and resumé
- 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**..... **2/7/2022**  
Paper screening completed..... 2/9/2022  
Planned candidate interviews ..... 2/17/2022  
Planned final interviews ..... 2/24/2022  
Appointment by Board ..... 3/15/2022

**Note:** The dates shown above are for planning purposes but may 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 **February 7, 2022**. Please forward application materials and requests for information to:

Danyel Conolley and John D. Gray  
Search Advisors

**San Ramon Valley Unified 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: [kims@sscal.com](mailto:kims@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:	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:**

_____ (Signature)	<b>I heard about this position through:</b> 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: kims@sscal.com**