

Brentwood Union School District

Is Seeking a Chief Business Official



THE POSITION

Under the direction of the Superintendent, the Chief Business Official (CBO) is responsible for organizing and administering the business and operational affairs of the Brentwood Union School District (District), including fiscal services, maintenance and operations, facilities planning and construction, transportation, food services, purchasing, warehousing, and technology. The CBO serves as a member of the Superintendent's Cabinet, is a key member of the District's negotiations team, and is responsible for giving advice and recommendations on matters of finance, business, maintenance, operations, negotiations, and contract management.

ABOUT THE DISTRICT

The District can be found in northeastern Contra Costa County. The district serves transitional kindergarten (TK) through 8th grade students with an enrollment of approximately 9,550. In addition to a special education pre-school program of 150 plus students, there are eight TK-5 elementary campuses, three 6-8 middle schools, and one K-8 school under construction. The District also has one virtual school for students in TK-8th grade. The District continues to see a slight increase in enrollment from year to year.

Over 75% of the District's employees live within the district boundaries. The District takes pride in its stable workforce and long-standing board. The District has strong relationships with its employee-partners and works to approach issues and challenges together.

The District has a General Fund budget of approximately \$127 million.

SALARY

The salary range for this position is **\$195,204 to \$226,295**, with potential for flexible salary placement upon hire. Additional earnings include a combined \$1,320 stipend for a cell phone and mileage, as well as a generous benefits package.

BRENTWOOD UNION SCHOOL DISTRICT Board of Education

Stephanie Williams-Rogers, President
Thuy DaoJensen, Member
Scott Dudek, Member
Emil Geddes, Member
Steve Gursky, Member

Dr. Dana Eaton
Superintendent



Brentwood Union School District
Contra Costa County
An Equal Opportunity Employer

QUALIFICATIONS

The successful candidate will have:

- A bachelor's degree in business administration, public administration, or field directly related to the duties and responsibilities of the position; master's degree desired
- Any other combination of training and experience which demonstrates the applicant is likely to possess the required skills, knowledge, and abilities may be considered
- Certification or training as a district chief business official
- At least four to five years' experience with demonstrated success in financial and budgeting duties, preferably in a school setting

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 résumé
- One-page application form available at www.sscal.com/lea-career-opportunities

An extensive reference list, including comprehensive background and credit checks, will be required of all finalists. All materials will be treated confidentially.

TENTATIVE SELECTION TIMELINE

Application deadline	2/13/23
Paper screening completed	2/16/23
Planned candidate interviews.....	2/22/23
Planned final interviews.....	3/1/23
Appointment by Board	3/8/23

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 **February 13, 2023**. Please forward application materials and requests for information to:

Danyel Conolley and John D. Gray
Search Advisors
Brentwood Union 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: nicolec@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:

_____	I heard about this position through:	SSC Searchlight:		
(Signature)	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: nicolec@sscal.com**