



# Is Seeking a Chief Business and Operations Officer

## THE POSITION

Under the direction of the Superintendent, the Chief Business and Operations Officer plans, organizes, and administers the successful implementation of the business operations of the Sacramento City Unified School District (District); assures the District is financially stable; contributes to the strategic direction of the District in carrying out its mission, goals, and objective; and supervises and evaluates the performances of assigned personnel.

## ABOUT THE DISTRICT

Located at the confluence of the Sacramento River and the American River, Sacramento is not only the sixth largest city in California, but the capital city of this great state with a population of more than 500,000.

One of the most historic cities in California, Sacramento boasts an impressive array of landmarks, parks, amenities and other must-see points of interest, including the Crocker Art Museum, the California Hall of Fame, and the California State Railroad Museum.

The District’s Guiding Principle and Core Values assert that “all students are given an equal opportunity to graduate with the greatest number of postsecondary choices from the widest array of options” by recognizing “that our system is inequitable by design.” These values create a standard under which student data is transparently assessed to address inequities, thus providing opportunities for students to graduate career and college ready.

An important role of the Chief Business and Operations Officer will be to create a structure incorporating the District’s annual budget process with the Local Control Accountability Plan and Single Plans for Student Achievement using the Guiding Principles and Core Values. The District is the 13th largest district in the state and one of the largest employers in the region.

### SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

#### Board of Education

Chinua Rhodes, President  
Lavinia Grace Phillips, Vice President  
Jasjit Singh, 2nd Vice President  
Tara Jeane, Member  
Christina Pritchett, Member  
Jamee Villa, Member  
Taylor Kayatta, Member

Jorge A. Aguilar, Superintendent

**Sacramento City Unified School District**  
**Sacramento County**  
*An Equal Opportunity Employer*

## QUALIFICATIONS

The successful candidate will have any combination equivalent to:

- A master’s degree in finance, business or public administration, accounting, finance, or related field and eight (8) years increasingly responsible experience in school business administration

## SALARY

The salary range for this position is **\$195,981 to \$245,876** (annual career longevity increments of \$1,454 are added at 17, 20, 23, and 25 years of credited service). An annual stipend of \$3,000 is added for the earned doctorate and is prorated if serving for less than a full year. An annual salary stipend of \$4,800 is added for in-district travel and expenses. The District pays a portion of the employee’s health benefits through District-offered plans.

[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)

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..... 6/26/2023  
Paper screening completed..... 6/28/2023  
Planned candidate interviews ..... 7/6/2023  
Planned final interviews ..... 7/13/2023  
Appointment by Board ..... TBD

**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 **June 26, 2023**. Please forward application materials and requests for information to:

John Gray and Suzanne Speck  
Search Advisors  
**Sacramento City 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:**

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