

CUCAMONGA SCHOOL DISTRICT

ASSISTANT SUPERINTENDENT, BUSINESS SERVICES

FUNCTION:

Under the general supervision of the Superintendent, the Assistant Superintendent, Business Services is responsible for business, labor relations and administrative services of the District.

DUTIES/RESPONSIBILITIES:

The Assistant Superintendent, Business Services provides District-wide leadership in the following areas:

- Supervises the financial affairs of the District, including handling funds of the District, directing accounting and reporting procedures, and developing the District budget.
- Supervises the development, implementation, and administration of the various District budgets, including administration of Deferred Maintenance, Special Reserve, and various funds of the District.
- Supervises the managers of the various departments working under his/her direction, and provides overall direction, coordination, and evaluation of these units.
- Negotiates, develops, and administers the District's insurance programs, including medical, dental, vision, life, disability, workers' compensation, and liability insurance.
- Administers District contracts.
- Works with various community groups to maintain high and effective District/community relations.
- Supervises direct participation in state construction programs, redevelopment agencies, redevelopment fees, and other sources of revenues—both state and federal—to promote the construction and modernization of the District's schools.
- Evaluates and reviews the operations of departments under his/her direct supervision.
- Interprets and analyzes the effects of legislative bills and laws and how they affect the District and advises the Superintendent and Board.
- Attends necessary job-related conferences held by county, state, federal, and other agencies and organizations that benefit the District.
- Attends Governing Board meetings and conducts presentations relating to the appropriate areas of responsibility.
- Submits financial reports as required by the county and the state for Board approval.
- Advises the Superintendent on business and financial matters, as well as personnel and employer-employee organizational matters.
- Exemplary communication skills and demonstrated ability to write and verbally present clear and concise management, finance, and related reports.
- Administers, consults, advises and provides assistance with respect to the management of insurable risks; insuring appropriate portions of those risks.
- Provides consultation, advice and assistance in connection with safety and disaster program planning and implementation.

SUPERVISION:

Directly responsible to Superintendent.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree or equivalent.
- Five (5) years successful administrative experience (school district or county office experience highly desired).
- Strong background and thorough knowledge of business and personnel practices, procedures and legal considerations.
- Ability to develop, organize, administer and evaluate the business services programs of the District.
- Knowledge of principles and methods training, evaluation procedures and supervision of employees.

DUTY YEAR:

247 Days (22 days vacation).

COMPENSATION:

Appropriate placement on the Management Salary Schedule.

ADOPTED: December 8, 2005

REVISED: August 9, 2007

REVISED: December 11, 2014