

SEQUOIA UNION HIGH SCHOOL DISTRICT

Job Description

JOB TITLE	Assistant Superintendent Administrative Services/Chief Business Officer
ADMINISTRATIVE RELATIONSHIP	Under the directions of the Superintendent.
CLASSIFICATION	Classified Management
REQUIREMENTS	<p>Experience: Minimum of three years of progressively responsible management experience as an assistant superintendent/chief business official in a public education setting, including responsibility and/or training in facilities program planning and school construction projects.</p> <p>Education: Bachelor's degree in accounting, business, public administration, or related field. A Master's degree is preferred.</p> <p>License: Possession of a valid California driver's license.</p>
SALARY SCHEDULE	Classified Management Salary Schedule
WORK YEAR/HOURS	260 Days
LOCATION	District Office
BOARD APPROVAL	April 19, 2023

BASIC FUNCTION

Under the general direction of the Superintendent, leads and manages business services departments and functions of the District to support current and evolving needs which include leading and managing assigned departmental systems and operations, including development and administration of the District's budget and fiscal planning; accounting, payroll, purchasing and contracting operations; attendance and enrollment accounting functions; logistics, reprographics and transportation services; risk management; information technology services; nutrition services; building services and capital facilities programs.

DISTINGUISHING CHARACTERISTICS

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

ESSENTIAL FUNCTIONS

- Serves as the District's Chief Business Official (CBO) and primary advisor to the Governing Board and Superintendent on all business-related matters supporting ongoing operations and the annual District/Board goals.
- Ensures compliance with local, state, and federal laws relating to school business functions under the position's general direction.
- Manages and oversees the District's financial system and preparation of the annual budget for all district funds, including details of income and expenditures and forecasting financial commitments.
- Administers and interprets statutes, regulations, and policies involving the legal responsibilities for the District's fiscal management and the departmental services under the position's general direction.
- Prepares, provides for, and reviews required financial filings and audit reports in accordance with federal, state, and local law.
- Ensures systematic review and monitoring of department and site budgets, providing assistance to budget managers as needed.
- Recommends/implements improvements to the budget and accounting systems, including long range fiscal planning and policy development.
- Provides support to and/or serves as a member of the District's Executive Cabinet and collective bargaining teams.
- Assists the educational community in understanding the site, District, state and federal goals, and the strategies utilized for achieving them; expands public awareness and outreach to broaden support of public schools.
- Represents the District in meetings with various stakeholders including parents, community leaders, government officials and business affiliates for business, facilities, and support service matters.
- Directs and maintains systems and controls for orderly and efficient building services, logistics, and capital facilities development operations, including bond program oversight.
- Directs and maintains systems and controls supporting the efficient operation of the district's nutrition services programs, records management, information technology services, and student transportation.
- Directs and maintains risk management systems and controls supporting District property/liability and workers' compensation programs, other insurance coverages, and loss mitigation programs, including related investigations and litigation.
- Coordinates inter-divisional projects and workflow, including ongoing collaboration with the Superintendent and other members of the Cabinet.
- Provides staff development and training to support staff within the department.
- Conducts and ensures ongoing employee appraisals and supervisory functions in accordance with negotiated agreements, district goals, and applicable laws.
- Develops Board agenda materials, prepares and presents various reports and other documents to provide Board members, staff, and the public with clear and accurate information concerning the District's business and support operations.
- Advises the Board, Superintendent, and Cabinet on state and federal employment compliance.
- Performs high-level research and special projects at the direction of the Superintendent or Board.

- Assumes responsibility of data systems, accounting platforms, and position control to ensure integrity and accuracy of business and financial operations.
- Maintains systems and controls to provide, and ensure, up-to-date inventory of District assets and property in compliance with District policy and regulations.
- Performs duties as assigned by the Superintendent.

KNOWLEDGE OF:

- Principles and practices of procurement and contract management, finance, budget and accounting operations, data systems and information technology operations, and risk management.
- Legal and procedural requirements supporting public school district fiscal and business operations.
- Financial analysis and statistical processing for financial and business applications related to school district operations.
- Maintenance and operations of school district buildings, building construction and ordinances and laws affecting the construction and repair of school buildings.
- Governmental purchasing/procurement guidelines and practices.
- Governmental accounting practices, the California School Accounting Manual, and other applicable accounting and business standards.
- Organizational and management systems and practices necessary to support a large-scale public education agency

ABILITY TO:

- Plan, organize, supervise and direct and control programs and personnel supporting the professional and technical aspects of business services and district operational functions.
- Prepare and compile comprehensive and clear reports; conduct technical correspondence, and prepare work estimates, specifications, and contracts.
- Analyze complex systems and develop effective conclusions and recommendations.
- Establish and maintain effective and cooperative working relationships with others.
- Exercise judgment and discretion in interpreting and applying policies and procedures.
- Communicates effectively both orally and in writing including the preparation and presentation of detailed analyses, recommendations, and conclusions.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Work at a desk, conference table, or in meetings of various configurations
- Circulate for extended periods of time.
- See for purposes of reading laws and codes, rules and policies, and other printed matters.
- Understand speech at normal levels.
- Read a variety of materials and computer screens, and prepare/process documents.
- Operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Communicate so others will be able to clearly understand a normal conversation.
- Bend, twist, stoop, and reach.

WORKING CONDITIONS**ENVIRONMENT:**

Typical office/school environment.

Subject to frequent interruptions and contact with constituents.

Willing to travel as needed and ability to work additional hours periodically.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.