



# GOLETA UNION SCHOOL DISTRICT

401 N. Fairview Ave., Goleta, CA 93117

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[www.gusd.us](http://www.gusd.us)

**Title:** Assistant Superintendent of Fiscal Services

**Reports to:** District Superintendent

**Supervises:** All Fiscal Services staff and Directors of Maintenance Operations and Transportation (MOT), Technology Services, Food Services and others as assigned.

**Job Goal:**

Under the direction of the Superintendent, directs the operations and administration of the District's Fiscal Services division, MOT, Food Services, and the Technology Services Division. Directs and administers the operations of the district and manages the financial resources available to the district in a manner leading to the maximization of resources devoted to educational services. This position is regularly involved in developing action plans and budgets for effective use of funds and other resources that assure efficient district-wide services to the district. The position is in continuous contact with other administrators, advisory boards and external agencies to accomplish the objectives of the position.

**Essential Job Functions:**

- Directs and coordinates the business services and accounting services of the District.
- Directs and oversees the operations and maintenance services of District facilities.
- Directs and oversees the management of the food services at the District.
- Directs and oversees technology services of the District.
- Conducts the business affairs of the District in accordance with all applicable laws, rules, regulations and procedures of the State of California, the County of Santa Barbara, the local Governing Board, and other such agencies as have jurisdiction over the District.
- Authorizes all payroll and accounts payable disbursements.
- Keeps informed and is available as a resource to the Superintendent and the Governing Board of the latest trends and developments in all aspects of school business and related commercial business fields.
- At the direction of the Superintendent, disseminates accurate and up-to-date financial and information to the Board, the press and the community.
- Recommends staff development activities to maintain and update necessary skills for business, custodial and maintenance personnel.
- Manages all district liability insurance policies
- Directs assessments and maintenance of all district facilities and properties
- Evaluates the Directors of Technology Services, MOT and Food Services.
- Monitors and oversees the collection and expenditure of Developer Fee funds.
- Implements and manages vendor and outside contracts.
- Manages facility leases and facility use agreements.

- Oversees the management of the fleet of district equipment and vehicles
- Represents the Fiscal Services and Maintenance, Food Service, and Technology Services Departments, to elected officials and outside agencies; explains, justifies and defends department programs, policies and activities; negotiates and resolves sensitive, significant and controversial issues.
- Supports the District in the collective bargaining process, serving on the District's negotiations team with both the United Teaching Profession of Goleta and the California School Employees Association.
- Provides analysis and calculations for Human Resources to support studies of personnel salaries and benefits.
- Budget for certificated and classified staffing allocations using the District's position control system.
- Serves as Superintendent's designee for contracts and other related matters.
- Coordinates and manages matters related to the external auditing of various fiscal aspects of programs and offices in the District.
- Determines need, evaluates and secures District financing when applicable, working directly with legal counsel, bond rating agencies, the financial advisor(s), leasing companies and banks.
- Oversees and reviews the preparation of required attendance reports for forwarding to the County, State and Federal agencies.
- Acts as the District's Risk Manager
- Participates on and advises the District Employee Benefits Committee.
- Is responsible for administration of bond measures, including required reporting to the County, Bond Oversight Committee(s), Superintendent, Governing Board and any other agencies.
- Oversees capital improvement and large maintenance projects.
- Manages, along with the Assistant Superintendent of Human Resources, the District's Property and Liability and Workers' Compensation insurance programs, including claims management and safety and loss prevention.
- Manages and participates in the development and administration of the District budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; directs the monitoring and disbursement of funds in accordance with the adopted budget; directs the preparation of and implements budgetary adjustments as necessary.
- Prepares and disseminates financial reports.
- Ensures that "Continuous Disclosure" reporting requirements associated with both voter and non-voter approved debt are met.

**Collaborative Strategic Management Duties:**

The Assistant Superintendent of Fiscal Services serves on the Superintendent's Cabinet and participates fully in the collaborative strategic management of all District operations including Fiscal Services, Food Services, Instructional Services, Human Resources, Maintenance/Operations/Transportation, Pupil Services, Special Education, and Technology Services; E

Specific strategic job functions related to the incumbent's skill set and interest may be assigned and incorporated into this cabinet-level position, which may expand the essential functions listed above. E

**Required Knowledge:**

- Principles and procedures of accounting, auditing and finance.
- Governmental budgeting, accounting, purchasing, stores, insurance, contracts
- Principles, practices, and methods of contract negotiations.
- Advanced principles and procedures used in budget preparation, administration and control.
- Fundamentals of school finance and accounting including the Local Control Funding Formula.
- Pertinent federal, California State and local laws, codes and regulations including laws and regulations applying to school district financial operations and contract negotiations.
- Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Instructional and operational technology principles, methods, materials and equipment.
- Laws and regulations affecting the operation of the division and site management
- Modern and complex principles and practices of program development and administration.
- Principles of supervision, training and performance evaluation.
- Operational characteristics, services and activities of a comprehensive business services program.

**Ability to:**

- Carry out the duties of the position and accomplish its objectives.
- Integrate a variety of support functions.
- Organize, train, direct, promote and build positive relationships and motivate staff to achieve high levels of productivity.
- Optimize financial performance of the district and seek outside funding resources.
- Make formal presentations to large, diverse, public audiences.
- Perform long range financial forecasting.
- Solve complex programs requiring consideration of short and long range implications.
- Operate a personal computer, complex financial software and assigned office equipment.
- Familiarity with current technology infrastructure needs as they relate to the operations of an educational institution.
- Analyze situations accurately and adopt an effective course of action.
- meet schedules and timelines.
- Work independently with direction from the Superintendent.

- Prepare comprehensive and concise narrative and statistical reports.
- Communicate effectively with subordinates, peers, members of the Cabinet, Superintendent, Board of Trustees, and the community.
- Represent the District to the community in a professional manner.
- Analyze complex situations and develop straightforward solutions that are easily understood.
- Direct and evaluate assigned personnel in a fair professional and effective manner.
- Establish and implement realistic goals and provide leadership and guidance to assigned personnel for the accomplishment of District goals.
- Interpret and apply policies, rules and regulations of the District to state and federal government agencies.
- Provide leadership and direction to areas of responsibility;
- Build positive relationships and collaborate with diverse groups and community organizations;
- Anticipate courses of action and to make clear recommendations to the Superintendent and Board based on sound educational and fiscal considerations;
- Establish and maintain effective financial controls and records;
- Establish and maintain positive working relationships with other administrators, school site personnel, and other District departments;
- Make effective decisions using sound professional judgment;
- Communicate in a clear and concise manner and encourage open dialogue;
- Utilize strong organizational and people skills to set priorities and meet deadlines.

**Required Qualifications:**

- Bachelors' Degree from a regionally accredited college or university
- Five (5) years of progressive and increased responsibility and experience in public school business administration and finances or comparable experience in financial management and oversight of business services in a related field.
- Experience in PK-6 support services.
- Demonstrated commitment to diversity, equity, and inclusion.

**Desired Qualifications:**

- Master's degree in business or related area from an accredited college or university.
- A CPA Certificate and/or participation in a Certificated Program in school business is desirable.
- Good grasp of facilities planning and construction programs.
- Experience, training or coursework in special education administration and/or willingness to undertake appropriate professional development activities in conjunction with employment

**Terms of Employment:**

- Twelve months, 226 workdays
- Current TB assessment
- Current DMV Clean Driving Record Report
- California Department of Justice and Federal Bureau of Investigation fingerprint clearance