

# Oak Grove School District

**JOB TITLE:** Assistant Superintendent, Chief Business Officer (CBO)

**SALARY RANGE:**  
Assistant Superintendent Salary Schedule  
Based on Experience

## **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To provide overall supervision and administration of District business operations. The employee in this classification receives direction from the Superintendent within a broad framework of overall objectives and directives. The employee in this classification directs, oversees, supervises, and evaluates the work of others. As a member of the District Executive Team, the Assistant Superintendent, CBO works in cooperation with other members of the team in the formulation and implementation of District policies. This job class requires a high degree of professional knowledge, strong administrative and communication skills, as well as the ability to effectively apply problem solving and decision making skills to a variety of situations.

To develop, administer, and manage the District budget; present financial reports; coordinate and provide overall direction to the financial and support services operations, including the accounting, payroll, purchasing, warehousing, facilities, maintenance, custodial, grounds, information technology, child nutrition services and transportation departments. This job class exercises responsibility for providing regular reports to the administration and Board regarding current financial/budget status, student enrollment and school boundaries status and issues, and analysis of future District needs in the financial, student enrollment and support services areas.

## **TYPICAL DUTIES**

- Serve as a member of the Superintendent's Executive Team
- Direct and oversee the preparation of the reports as required by the Superintendent, the Board or other authorized officials or agencies
- Develop and interpret District policies and administrative regulations associated with assigned responsibilities
- Assure appropriate communication within the Business Services Division and between the Division and other school/District personnel
- Attend and participate in Board meetings and other meetings as requested by the Superintendent
- Provide leadership within the Superintendent's staff and management team; coordinating resources and management of information
- Assist the Superintendent with evaluation of the management team
- Administer and supervise the preparation and dissemination of District financial information including budget reviews, analysis and forecasts of future income and expenditures
- Direct the preparation of the annual budget including all details of projected income and expenditures
- Establish and monitor processes to assure continuous budget control; plan and direct a process for continuous internal and external auditing of District financial records

**TYPICAL DUTIES (continued)**

- Oversee District facilities maintenance, custodial and transportation operations, including new facilities construction, implementation of the District facilities modernization program, construction and maintenance of District buildings and infrastructure, development and maintenance of grounds, cleaning of District facilities, transportation of pupils to and from schools and on special trips, maintenance of school buses and other vehicles including provision of garbage collection services
- Oversee the District's Information Technology, Purchasing and Warehouse operations, including the development and administration of policies, administrative regulations and operating procedures, development of bid specifications, receiving and awarding bids, issuance of purchase orders and contracts/agreements for provision of goods or services, ordering, stocking and issuing equipment and materials for school and department use, delivery of goods to and between school/District sites, intra-district and public mail services, records storage and retention functions, maintenance of warehouse and capital equipment inventory
- Negotiate and enter into agreements, and administer agreements with contract management firms providing management consulting and advisory functions to the District in Business Services Division areas as assigned by the Superintendent
- Oversee preparation and issuance of payroll warrants and calculation and payment of related benefits; provides receipt of revenue to the District from all sources and proper accounting distribution of same; provide for processing and payment of all expenditures, including vendor payments
- Serve as a source of information to schools for local school accounting functions
- Assure that all accounting procedures are appropriate and comply with the laws of the state and applicable requirements of the Santa Clara County Office of Education
- Supervise and evaluate the work and effectiveness of subordinate District Management staff; oversee the selection, training, and evaluation of employees in the Business Services Division
- Provide advice and counsel to the Superintendent, Board and others on all matters relating to the functions of the Business Services Division of the District; identify policy needs related to business operations; provide leadership in formulating financial policy and/or procedural recommendations
- Monitor and review existing and proposed laws and legislation related to school finance and other business and support functions; work closely with individuals and agencies to influence the revision and/or adoption of laws which promote the best interests of education and the District
- Monitor student enrollment, provide for the preparation and submittal of student enrollment reports; provide periodic updates to the Superintendent and Board of Trustees regarding enrollment, demographics and school boundaries; recommend school boundary changes when needed
- Monitor the need for parcel tax, Gann and bond elections; recommend elections as needed; coordinate and oversee the conduct of elections for which the District is responsible
- Maintain mandated cost records and file annual reports
- Keep currently informed, interpret and assure compliance with laws, rules, regulations, and interpretations of law regarding District entitlement to federal, state and local moneys; prepare federal, state and local reports as may be required
- Provide for the distribution and use of electronic data processing and information systems in performing business and support functions and in the management of information throughout the District
- Monitor residential and commercial real estate development within the District, ensure collection of developer fees and/or negotiate school impact mitigation agreements as appropriate
- Provide for appropriate levels of insurance and the risk management function within the District, oversee the District's safety and environmental issues activities; oversee the District investment program

**TYPICAL DUTIES (continued)**

- Provide for the installation, maintenance and management of the District's telephone and other communications systems
- Represent the District as appropriate on joint powers authority governing boards and in professional associations
- Perform other duties as required

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Business Administration or related field
- Master's Degree in Education, Business Administration or related field desired
- Five years of increasingly responsible professional accounting and business experience in a school district or public agency, including, three years in managerial capacity
- Knowledge of governmental accounting and auditing procedures, requirements, standards and regulations
- Knowledge of modern business office methods and procedures, including use of computers and related equipment
- Knowledge of forecasting and budget projection methods
- Knowledge of payroll and purchasing/warehousing methods, procedures and practices
- Knowledge of federal, state, and local laws, regulations, and policies related to basic school district operations and specifically to accounting and business office practices
- Knowledge of budget preparation and administration, facilities, maintenance and operations, food service, transportation and other support operations
- Demonstrated use of proper management and supervisory techniques and practices
- Knowledge of program planning, development and evaluation methods, techniques and practices
- Knowledge of and ability to apply enrollment projection methodologies
- Skill to maintain, analyze, and interpret a variety of complex data and to prepare necessary reports
- Skill to interpret, apply and enforce federal, state, and district laws, regulations and guidelines
- Skill to identify problem areas or situations, secure relevant information by relating data from different sources and make appropriate decisions based on logical assumption and sound reasoning
- Skill to plan, organize, implement, and coordinate programs and activities according to established goals and objectives and to direct, coordinate, supervise, and evaluate the work of others
- Skill to communicate effectively in both written and oral forms
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties and to motivate others in the common accomplishment of stated goals and procedures
- Ability to understand and oversee the use of electronic data processing and information systems in performing business functions and the management of information throughout the District
- Valid California Driver's License

**ENVIRONMENT:**

- Office environment subject to constant interruptions
- Field work; visiting schools/facilities
- Attends evening and weekend events such as board meetings, student awards and site activities

**PHYSICAL DEMANDS:**

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate computer keyboard
- Seeing to analyze and assure accuracy of reports and documents
- Sitting or standing for extended periods of time
- Bending at the waist, kneeling and crouching
- Lifting, carrying, pushing or pulling moderately heavy supplies or equipment up to 40 pounds
- Driving a vehicle to conduct site visitations

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender or gender identity), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS, age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our Human Resources Office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide us with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.