

HAYWARD UNIFIED SCHOOL DISTRICT

TITLE:	Assistant Superintendent, Business Services		
DEPARTMENT/SCHOOL:	Business Services		
REPORTS TO:	Superintendent	CLASSIFICATION:	ACSA Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/8 hours per day
APPROVED: Board: Commission:		SALARY GRADE:	Contract

BASIC FUNCTION:

Under the direction of the Superintendent, plan, organize, assign, direct, through other administrators, and review the budget, facilities, maintenance and operations, information technology, child nutrition, and business services of the District and participates in the development and implementation of policies and programs at the executive level in the overall support of student achievement.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Direct the development of Board policies related to the District's financial, operational, child nutrition, and business functions.

Develop, and implement computerized systems for business, financial, human resource operations, planning and assessment programs, and other applications

Attend Board meetings; present and interpret financial and operational impact of proposals as necessary

Participate in the development of legislation affecting all aspects of school district operations. Prepare comprehensive reports and recommendations for the Superintendent and Board of Education.

Make school site visitations to determine quality of District operations.

Serve as a member of the Superintendent's cabinet in analyzing, developing, coordinating and implementing Board policies and administrative regulations.

Supervise and evaluate the performance of assigned management staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.

Coordinate and manage all matters related to the external auditing of all fiscal aspects of programs and offices in the district. Direct the District's internal audit function.

Review all contracts and agreements and advise the Superintendent on their legal, after consultation with General Counsel, and fiscal appropriateness and potential impact on District operations.

Communicate with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.

Assure compliance with applicable District policies, procedures and governmental regulations
Apply applicable sections of State Education Code and other applicable laws.
Perform special projects assigned by the Superintendent.

OTHER DUTIES:

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of organization, management, budget preparation and expenditure control.

Computer system capabilities and methods applicable to a wide variety of services.

Principles of training, employee evaluation, collective bargaining and employee relations.

Principles of public relations.

ABILITY TO:

Plan, organize and direct complex technical operations involving coordination of efforts of multiple specialized units.

Analyze complex problems, identify solutions and implement plans to solve problems.

Analyze and interpret data and prepare and present oral and written reports and findings to a diverse audience.

Establish and maintain effective relationships with elected officials, District administrators and those of other public and private organizations, union officials and employees.

EDUCATION AND EXPERIENCE:

- A bachelor's degree in business administration, public administration, or field directly related to the duties and responsibilities of the position; master's degree desired
- Any other combination of training and experience which demonstrates the applicant is likely to possess the required skills, knowledge, and abilities may be considered
- Certification or training as a district chief business official is desirable
- At least four to five years' experience with demonstrated success in financial and budgeting duties, preferably in a school setting

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

LICENSES:

Possession of a valid and appropriate California Class C Drivers' License and a safe driving record.

OVERTIME STATUS:

This position is designated Management under the provisions of the EERA.

This position is designated overtime exempt and senior management of the classified service under the provisions of the Education Code.