

Class Title CHIEF BUSINESS OFFICER

DEFINITION:

As a member of the Superintendent Leadership Team under direction of the Superintendent, administers and supervises the business and operations of the District. This position is a key role within the district, with responsibility overseeing the Finance, Purchasing and Contracts, Risk Management, Food Services, Maintenance and Operations, Transportation, and Facilities, and Information Technology Services Department functions. The Chief Business Officer provides overall leadership and vision, including the development and achievement of short- and long-term goals to serve District initiatives and students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties and responsibilities of this class include but are not limited to:

- As part of Superintendent Leadership Team, organizes and supervises the Purchasing, Risk Management, Child Nutrition, Accounting and Payroll, and Budgeting activities
- Assumes overall responsibility for the District's budget preparation and dissemination and fiscal management
- Supervises and performs evaluations for the Director of Facilities, Maintenance and Operations, and Transportation, Director of Business, Director of Food and Nutrition Services, Director of Procurement and Contracts, Director of Risk Management, Director of Information Technology Services, Accounting and Payroll Supervisor, Budget Supervisor; and Executive Secretary
- Pursues public and private funding sources to support the financial needs of the District
- Assumes responsibility for the quality of information for the Finance and Operations Function
- Assesses and evaluates the delivery of high quality information systems for the District in collaboration with the Director of Information Technology Services
- Works with the Chief, Human Resources Officer to plan and communicate staffing needs
- Champions the use of technology within the District in collaboration with the Director of Information Technology Services
- Prepares reports and briefings for the Board of Education
- Assists in the coordination of the District's Planning and Accountability processes
- Prepares policies and administrative regulations
- Provides financial advice to the Superintendent and Board of Education
- Assumes overall responsibility for the month end and year-end closing process and annual audit
- Acts as risk analyst in collaboration with third party providers
- Coordinates the business needs for Charter schools
- Maintains District contracts
- Supervises the preparation of the District's budget and three year financial projection
- Supervises the collection of developer fees and the periodic Developer Fee Justification Report
- Performs complex financial analysis related to the status of the budget and capital asset management
- Maintains current knowledge of laws and Board policies related to Finance, Accounting and Payroll, Child Nutrition, and Budgeting

- Coordinates the work of outside funding agents in the placement of debt instruments in conjunction with the Director of Facilities, Maintenance and Operations and Transportation Shares responsibility for training in new software tools with the Chief Academic Officer, Chief Human Resources, and Director of Information Technology Services Assumes responsibility for worker safety
- Performs other related duties as assigned

EMPLOYMENT STANDARDS:

Knowledge of:

- School finance, accounting, and budgeting

Ability to:

- Communicate effectively in oral and written form
- Develop and maintain cooperative relationships within the community with lay and professional individuals, groups and with parents
- Work effectively with certificated and classified personnel

MINIMUM QUALIFICATIONS AND SPECIAL LICENSE OR LANGUAGE SKILLS:

Experience/Education:

A minimum of a bachelor's degree from an accredited college or university is required. A degree in business, accounting, economics, or other related fields is preferred. Master's degree or beyond desirable.

A Chief Business Official Certificate from the California Association of School Business Officials (CASBO) or other recognized professional organization or university/college is preferred.

Excellent communication skills are required. The Chief Business Officer must communicate effectively using mathematical formats and demonstrate outstanding written and oral communication skills. Effective public speaking and communication with the Board of Trustees at meetings is required.

SPECIAL LICENSE OR LANGUAGE SKILLS

- Possession of a valid Class C California Driver's License and use of private or alternative means of transportation is required.
- Evidence of proof of current automobile insurance is required.
- A CPA, CMA or other related certification is desirable
- The ability to speak, read and write a language in addition to English, such as Spanish, is desirable

PHYSICAL REQUIREMENTS

Employees must be physically able to perform the essential duties of a position with or without reasonable accommodation and without hazard to themselves or others

WORK ENVIRONMENT AND KEY COMPETENCIES:

- Strategic systems thinker – able to see the big picture, evaluate risks, socialize concepts, and exercise authority
- Experienced project sponsor – able to lead interdisciplinary teams to achieve District goals
- Demonstrates ability to hire/select good employees, motivate, build and lead teams, and work effectively as part of a team
- Demonstrated competence in their field
- Innovative, cutting edge of thinking in their field
- Willing and able to make big decisions, take risks, exercise authority without checking with Superintendent
- Models exemplary work ethic
- Builds Relationships with school site leaders and department heads
- Knowledgeable of best practices in the field and able to disseminate those practices
- Uses data in order to make decisions
- Monitor/evaluates effectiveness of their function and its impact on student learning
- Demonstrates effective communications with the Executive Leadership Team
- Beliefs - high ethical standards coupled with a strong sense of purpose

APPOINTMENT:

In accordance with Education Code Sections 45108.5 and 45256.5 an employee appointed to this class has been designated as Senior Management of the classified service and shall be exempt from all provisions relating to obtaining permanent status in a senior management position.

WORK YEAR

12 months (222 days)