

BRENTWOOD UNION SCHOOL DISTRICT

Job Title: Chief Business Official
Reports to: District Superintendent

Primary Functions: Organize and administer the business and operational affairs of the District; including fiscal services, maintenance and operations, facilities planning and construction, transportation, food services, purchasing, warehousing and technology; serve as a member of the Superintendent's Cabinet.

PERFORMANCE RESPONSIBILITIES:

- Provide expertise and advice to the Superintendent and Board on all District financial and business matters.
- Assume responsibility for the development and administration of the district budget and long-range financial plans; presents financial reports to the Board of Trustees, staff and community.
- Supervise the District's financial and accounting functions in accordance with Federal, State, and County regulations and provide for an annual audit of District records; insure procedures and practices for efficient, service-oriented operation of business services.
- Supervise the food service operations of the district.
- Supervise the maintenance and ongoing operational needs of the District; evaluate and approve/disapprove work requests involving construction, alteration, remodeling or other capital outlay expenditures.
- Supervise policies and procedures for the purchasing and supply activities of the district.
- Administer the District's building program, including the coordination, implementation and supervision of the construction, modernization and reconstruction of all district facilities.
- Develop and administer policies and procedures for property management, including collection and monitoring of developer fees, and rental and leasing of school facilities pursuant to the Civic Center Act.
- Develop and administer the District's insurance and risk management programs
- Seek and administer non-instructional grants including but not limited to energy, deferred maintenance, emergency repair, food service equipment and public grants.
- Assist in administering the District's disaster and civil defense program in cooperation with other governmental agencies.
- Serve as a member of the negotiating teams.
- Supervise or manage additional programs or projects as assigned by the Superintendent.

ADA REQUIREMENTS: Must have the ability to sit, stand, walk, lift objects weighing approximately 10 lbs. (i.e. paperwork, files), push, pull, drag, and grasp objects.