

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Assistant Superintendent, Business Operations	REPORTS TO:	Superintendent
DEPARTMENT:	Fiscal Services, Business Operations, & Facilities	CLASSIFICATION:	Senior Management
FSLA:	Exempt	WORK YEAR:	12 month
BOARD APPROVAL:	<i>Requested August 16, 2022</i>	SALARY:	Assistant Superintendent Salary Schedule/ Individual Contract

SUMMARY:

Under the administrative direction of the Superintendent, provides executive leadership to, coordinates and oversees the activities of, and assumes responsibility for all Fiscal, Facilities, and Business Operations functions of the District, including but not limited to, Accounting, Budget, Child Nutrition, Facilities, Grounds, Maintenance, Payroll, Purchasing, Risk Management, Technology, Transportation, Warehousing, and other job-related duties as directed and required; supports and pursues the goals and Strategic Directions of the Board of Education and Superintendent through short- and long-term strategic planning, program development and direction, and continuous improvement initiatives; serves as a member of the Superintendent's Cabinet and Executive Cabinet.

REPRESENTATIVE DUTIES:

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E = Essential Functions

Provides executive, strategic leadership to the District with primary focus on strategic planning and implementation, effective analysis of issues, creative solutions to challenges, exceptional communication to stakeholders and a commitment to continuous improvement. **E**

Provides administrative leadership, direction, coordination, and oversight to all Fiscal, Business Operations, and Facilities operations of the District, each of which is assigned a leader/supervisor and requisite staff, including Accounting, Budget, Child Nutrition, Facilities, Grounds, Maintenance, Payroll, Purchasing, Risk Management, Technology, Transportation and Warehousing. **E**

Administers, interprets, and applies statutes, regulations and policies pertaining to Fiscal, Business Operations, and Facilities of the District. **E**

Monitors the operational effectiveness of the District's Fiscal, Business Operations, and Facilities operations; recommends changes in the organization and procedures of assigned operations to reflect best contemporary practices, maximize efficiencies, and ensure compliance with applicable guidelines and statutes. **E**

Develops strategy, recommends actions, policies and procedures, and generates information for immediate and long-term operational and financial management and planning on behalf of the District and its operations within assigned areas of responsibility. **E**

Leads, facilitates and conducts organizational studies, financial inquiries and analyses, the development of financial projections and expenditure reports; responds to requests from auditors, grantor organizations, and governmental organizations. **E**

Prepares and presents periodic reports for the Superintendent, staff, Governing Board and the public. **E**

Provides leadership and direction for the District's financial planning and the development of the annual budget, budget revisions, and required interim reports; directs and coordinates the financial planning and budgeting processes for assigned division/departments to conform to District policies and procedures. **E**

Assists and provides technical expertise, information and assistance to the Superintendent regarding assigned functions, in long-range planning for the District, and in other areas as directed. **E**

Reviews, proposes, monitors and informs the Superintendent, Board of Education, Cabinet, staff and community about legislation that affects the District's fiscal operations, conditions, and plans, and District operations within assigned areas of responsibility. **E**

Identifies, designs, and implements in-service and leadership development opportunities for assigned administrative leaders, aspiring leaders, and staff members. **E**

Prepares Board of Education meeting agenda items, Board policies and administrative regulations, department protocols and policies, oral and written reports, and other documents and presentations within assigned operational areas. **E**

Attends Board of Education meetings and meetings of related county, regional, state, professional, school, community and city groups as assigned and/or necessary. **E**

Directs, coordinates, supervises, and evaluates the work performance of assigned management staff; interviews and selects employees and recommends transfers, reassignments, dismissals, and disciplinary actions as appropriate. **E**

Provides leadership to and resources for, and attends and/or facilitates meetings of the District's Local Control and Accountability Advisory Committee, Facilities Oversight and Advisory Committee, and other District Committees as assigned. **E**

Supports and/or serves on District negotiating teams with labor partners; determines the fiscal implications of proposals and agreements; generates alternatives and solutions to conform with fiscal parameters and ensure compliance with law. **E**

Represents the District in meetings with administrators, professional staff, business leaders, governmental representatives, vendors and the public concerning fiscal, business operations, and facilities matters, including negotiating mitigation and/or settlement agreements. **E**

Serves as a liaison for and representative of the Superintendent and District with government individuals and groups, including the County Auditor and Controller, the County Treasurer, the Contra Costa County Office of Education, and various state departments of education and finance; represents the District in community-related matters, within assigned areas of responsibility and other venues as directed. **E**

Pursues and strategizes around potential revenue sources for the District and assigned District operations. **E**

Responds to difficult and sensitive inquiries, manages and resolves issues and conflicts, and provides and conveys detailed and technical information concerning laws, codes, standards, requirements, projects, procedures, etc. clearly, effectively and with discretion. **E**

Engages in positive and professional communication and constructive partnerships with local, county, and state agencies, consultants, contractors, and legislative and community groups. **E**

Establishes collaborative and respectful communication and working relationships with the Superintendent, Governing Board members, Cabinet members, union leaders, administrative team members, and school site and Department staff members; supports and models a responsive, client-based approach to work. **E**

Serves on and participates as a member of the Superintendent's Cabinet and Executive Cabinet; works collaboratively and effectively with members of District Management Team. E

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position as well as to maintain satisfactory job performance requirements once employed.

EDUCATION AND EXPERIENCE:

Any combination of training, experience and/or education equivalent to a Bachelor's degree and at least five (5) years recent management, leadership, and/or executive leadership experience in pertinent areas is required. Administrative or executive leadership experience in a medium to large school district or equivalent public/private sector experience, an advanced degree, and completion of a school business management program or academy is desirable.

Licenses and Certificates:

Possession of a valid California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge Of:

Pre-Kindergarten–12th Grade education and the Strategic Directions and goals of the District.

Principals and practices of organizational development and management.

Elements and techniques of strategic planning and decision making.

Planning, directing and coordinating activities and operational branches within a large educational/public organization.

Process and techniques for educational/public sector budget preparation and control, accounting, purchasing and contracts, audit and fiscal control procedures.

Strategies and techniques of administration, supervision, evaluation and staff development and training.

Technology and the use of contemporary technological tools to conduct work.

Applicable statutes, codes, regulations, policies and procedures that affect school district operations.

Ability To:

Provide executive-level leadership and engage in organizational planning and decision-making.

Develop, communicate, evaluate, and implement strategy to achieve organizational goals.

Establish goals and priorities for operational and organizational improvement.

Analyze, manage and implement solutions to complex problems.

Prepare and present clear, concise and accurate reports involving complex information and concepts.

Work both independently and collaboratively as part of a team.

Effectively communicate both orally and in writing.

Apply knowledge and understanding of factual data to analyze existing and potential problems, develop and assess alternate solutions, and propose and implement plans of action.

Interpret and apply statutes, codes, regulations, policies and procedures.

Monitor, supervise and evaluate the activities and performance of direct reports.

Complete tasks and projects within identified parameters and timelines.

Make use of technology for information, communication, and data management.

LANGUAGE SKILLS:

Ability to read, write and speak in English. Ability to read, proofread, and interpret various written documents, including policies, regulations and procedures; to write routine draft instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:

Proficient use of a personal computer, databases specific to the District, Internet, Microsoft Office, Google G-Suite, and cloud-based platforms. Proficiency in computer software programs used by the District. Ability to use standard contemporary office equipment.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job, and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment:

Primarily indoor, office setting.

Physical Abilities:

Dexterity of hands and fingers to operate a computer keyboard; walking over rough or uneven terrain; seeing to read text, drawings, diagrams, schematics and related documents; view computer monitors; hearing and speaking to exchange information on the telephone, in person and at presentations; kneeling, bending at the waist and reaching overhead; lifting moderately heavy objects; sitting or standing for extended periods of time; climbing ladders and working/conducting inspections from heights.

OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment training, fingerprinting and TB testing, and complete District mandated training.

SALARY:

This is a Senior Management position in the District's Classified Service. Salary, benefits and work year are specified in an individual, negotiated employment contract.

Approvals:

Keith Rogenski
Assistant Superintendent, Human Resources

Date

John Malloy, Ed.D.
Superintendent

Date