

Associate Superintendent of Business Services

Purpose Statement

The job of Associate Superintendent of Business Services is done for the purpose/s of developing and managing the fiscal affairs of the District. This position also oversees the services provided by the Maintenance and Facilities Department, Child Nutrition Department, Purchasing Department, Transportation Department, and Technology Department.

This job is distinguished from similar jobs by the following characteristics: Incumbents in this class have a working knowledge of the district, county, state and federal regulations related to financial operations and facilities development. Incumbents must be able to provide leadership, present information and manage a flexible schedule.

This job reports to Superintendent.

Essential Functions

Acts as a liaison with local, state, and national agencies for the purpose of providing effective business practices for the District.

Advises all personnel regarding financial matters and functions for the purpose of providing useful direction and assistance.

Advises the Superintendent on all fiscal matters for the purpose of providing feedback and keeping the Superintendent informed.

Assists in the general planning, organization and management of the District for the purpose of providing clear and positive direction for all programs.

Develops goals and objectives for the Business Department for the purpose of providing clear direction for employees and programs.

Identifies new and innovative business practices for the purpose of providing effective and efficient fiscal services.

Manages the Business Department budget for the purpose of monitoring proper use and ensuring accuracy.

Participates as a member of the District Leadership Team and Superintendent's Cabinet for the purpose of providing and receiving information and making decisions.

Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving department objectives.

Prepares reports and presentations (e.g. interim reports, budget guidelines and assumptions, staffing ratios, new program analysis, long-range financial planning and negotiations analysis etc.) for the purpose of keeping the Superintendent, Board and other entities informed regarding the financial activity of the district.

Provides direction for all business programs and departments (e.g. Maintenance and Facilities, Child Nutrition, Purchasing, Fiscal Services, Transportation, Technology, etc.) for the purpose of complying with Board policies and State and Federal statutes and regulations.

Provides direction for building new facilities, maintenance of existing facilities and purchasing of equipment and supplies for the purpose of meeting the operating needs of the District.

Reviews Board policies for the purpose of ensuring current, accurate and appropriate District practices.

Reviews all business related contracts for the purpose of ensuring that District and legal guidelines are followed.

Supervises the Risk Management Program for the purpose of directing employees, establishing programs and meeting safety requirements.

Supervises the development of the annual budget for the purpose of addressing the needs of the District and complying with district, county, state and federal regulations.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: provide leadership; interpret and develop budget information; utilize a variety of computer software and communicate effectively both orally and in writing.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: principles, techniques and procedures of business administration including public school budgeting and financial control; general and governmental accounting; facility development processes and funding alternatives; budget preparation and control, applicable laws, codes, regulations and modern office management and procedures.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific Ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; planing, organizing, controlling and directing the functions of Business Services, Maintenance and Facilities, Child Nutrition, Transportation, Technology and Purchasing; maintaining effective budgeting and financial control; interpreting and applying the provisions of laws and rules concerning business services policy; making decisions on business services issues, explaining procedures and handling complaints; preparing comprehensive narrative and statistical reports; displaying tact and courtesy; meeting deadlines and schedules; working as part of a team and being attentive to detail.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing major organizational components; Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed in a generally hazard free environment. .

Experience: Minimum of three to five years of supervisory and management level business and financial experience, including experience in a California school district. Responsibility for budget development and/or facilities development and financing is highly desirable.

Education: Bachelor's degree is required. Master's degree in Business or Public Administration, Accounting, and/or Education is highly desirable.

Certificates and Licenses

School Business related certifications and/or training preferred.

Clearances

Criminal Justice/Fingerprint Clearance TB Clearance

Continuing Educ. / Training

As needed

FLSA Status

Exempt

Approval Date

Pending Board Approval

Salary Grade

Management

