



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

ASSISTANT SUPERINTENDENT, BUSINESS SERVICES

DEPARTMENT/SITE: BUSINESS SERVICES
DEPARTMENT

SALARY SCHEDULE: Management
(Group 02)

LEVEL: Range 01

WORK YEAR: 12 Months

REPORTS TO: SUPERINTENDENT

DATE CURRENT JOB DESCRIPTION APPROVED:

Board of Trustees effective: October 26, 2022

JOB GOAL/PURPOSE:

The Assistant Superintendent, Business Services provides leadership in the development, operation and coordination of the District’s Business Service department and Child Nutrition Services. Effectively communicates and collaborates between these departments and the District Human Resources Department. The incumbent in this classification provides the school community with forward-thinking leadership guidance that directly supports student learning.

DISTINGUISHING CHARACTERISTICS

The Assistant Superintendent, Business Services is a member of the Superintendent’s cabinet and leadership team; the class is responsible for the vision, planning, implementation, operation and reliability of major core District support programs.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Plan, assign, review, evaluate, manage and direct the District's Business Services and Child Nutrition Services Departments.
- Maintain positive and collaborative communications with all site and department administrators; serve as a resource to District and site administrators regarding the evaluation and efficiency of business operational systems and services.
- Work closely with the Assistant Superintendent, Administrative Operations on all school construction and modernization projects to ensure budget and accounting align with capital project program plans.
- Directly responsible for the implementation and maintenance of the District's computerized fund accounting system including written procedural processes.
- Prepare monthly and special financial statements for internal use and for the Board of Trustees.
- Prepare County and State mandated financial reports, following all state and government guidelines.
- Assist in developing the annual budget and long-range financial planning.
- Audit and exercise budgetary control over payment of bills, invoices, purchase orders and other claims against the District.

- Analyze audit reports, prepare written responses, develop, and implement any modification to accounting systems; supervise and direct procedures for collection of fees and revenues.
- Supervise treasury functions including receipt, custody, and deposit of monies for the revolving cash, clearing, and student body accounts.
- Keep informed of developments in the field of financial accounting and conduct special administrative studies when assigned; ensure the achievement and/or maintenance of compliance with education, state and federal codes, statutes, regulations and policies; recommend corrective actions for implementation.
- Supervise accounts payable, accounts receivable, payroll, purchasing, and categorical specialist personnel. Regularly review and update department procedural documentation.
- Develop, coordinate, and supervise new programs or projects as authorized by the Superintendent or the Board of Trustees.
- Prepare agenda items for the Board of Trustees' meetings and complete the follow-up process for such items after Board action.
- Attend all Governing Board meetings and advise them of the business responsibilities and liabilities of the District.
- Supervise the coordination and maintenance of the District's insurance program including fire, casualty, liability and student accident plans.
- Conduct school site visitations to determine quality of services rendered by the Business Services Department.
- Supervise the Risk Management program of the District.
- Develop and recommend to the Superintendent appropriate changes to District policy.
- Review legislation and legal interpretations affecting school business operations including facilities construction and modernization.
- Work with Union representatives in maintaining healthy and collaborative communication.
- Perform other functions, duties and tasks related to this class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Theory and practice of modern school business management, personnel management, payroll management, accounting, purchasing, contracts, health and welfare benefits and insurance
- District policies and administrative regulations
- Business management principles
- Budget preparation and control
- Applicable school finances, California school and contract law, budget development and administration and forecasting
- Effective leadership and managerial skills as they relate to school administration
- Principles of organization, management, systems analysis, budgeting, staff development, and communications
- Accounting equipment, practices, and procedures
- Modern office methods; computers

Skills:

- Manage multiple projects simultaneously
- Articulate a strategic vision for the District's Business Services and Child Nutrition Services that supports the overall District Strategic Plan
- Collaborate with other District leaders and program managers to identify and maintain current and future support needs

Ability to:

- Provide leadership and direction to all areas of responsibility
- Communicate effectively orally and in writing
- Establish and maintain effective written financial controls and records
- Anticipate courses of action and to make clear recommendations to the Superintendent and Board based on sound educational and fiscal considerations
- Plan, organize, and direct the work of business department personnel
- Analyze problems and prepare clear, concise written and oral reports; operate accounting office equipment and machines
- Establish and maintain positive and collaborative working relationships with other Cabinet members, administrators, school site personnel, and other District departments
- Identify and analyze problems and propose plausible solutions
- Align the responsibilities of business services with the instructional priorities of the District

EDUCATION REQUIRED:

Bachelor's Degree with emphasis in Administration, Supervision, and Business/Accounting. Training or coursework in accounting, business administration, or personnel administration. Advanced degree preferred.

EXPERIENCE REQUIRED:

Five (5) years effective leadership experience in school finance or school district administration.

LICENSE(S) REQUIRED:

- Possession of a valid California driver's license and remain insurable at the District's standard insurance market rate. Current DMV report
- CASBO and ACSA School Business Certification preferred

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors in an office environment or a school site, and occasionally requires sitting for extended periods
- Operate a computer keyboard and other office equipment and maintain paper and electronic files and documents
- Lifts objects such as boxes containing documents and weighing up to 35 pounds
- Grasp, hold and manipulate objects
- Kneeling, bending at the waist, sitting, squatting, crawling, stretching and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies
- Exchange information in person or on the telephone
- Read documents and computer screen
- Occasional operation of a vehicle to travel within and outside the district for meetings, training sessions and assisting staff at school sites
- Walking in order to access all areas of District facilities/sites
- Exposure to intermittent noise and interruptions typical of an office or school environment