

ASSISTANT SUPERINTENDENT, BUSINESS SERVICES**DEFINITION:**

Under the general direction of the Superintendent, serve as the chief business officer of the District to plan, organize and direct all of the business functions of the District including accounting and budgeting; payroll; purchasing; facilities and maintenance, operations and construction; risk management; warehouse and inventory control and transportation; and supervise and evaluate the Directors in support of these operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop short and long-range analyses and projections of District income and expenditures; assist schools and District-level administrators in budget development; compile and analyze fiscal information for use by other divisions, the Superintendent and the Board of Education; oversee the District's redevelopment agency agreements, and developer fee agreements for the District's community facilities districts; plan, organize and coordinate all accounting functions, statistical analyses and financial reports.
- Monitor and evaluate the four Business Services directors and the areas they serve: Facilities, Fiscal Services, Technology Services and Food Services.
- Prepare Annual Budget including development and control of the Annual Budget, budget hearings, informational reports to the Superintendent, Board, administrative staff, other employee groups and the general public as necessary; submit proper filing of the Budget and interim reports in accord with state law.
- Supervise print shop, technology services, food services, projections, and student insurance programs and evaluate contracts with providers and administrators; provide property and liability coverage for the District and work with legal counsel to defend the District.
- Work with Assistant Superintendent of Human Resources and in full-team sessions with employee bargaining units, and develop information for the Superintendent and the Board on the fiscal implications of potential settlements.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Principles and practices of budgeting, payroll, accounting and purchasing; principles of organization supervision and training; state's requirements in the areas of facilities construction, deferred maintenance and public debt financing.

Ability to:

Plan, organize and direct complex programs and manage administrative operations; effectively communicate, both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; use sound judgment in interpreting and applying policies and procedures; collect and analyze data; use sound judgment in interpreting and applying policies and procedures; manage, supervise, motivate and train personnel and establish and maintain effective working relationships.

Experience:

Five years experience that has provided the applicant with the knowledge and abilities listed above.

Education:

Bachelor's degree in accounting, business, public administration or similar field; a Master's Degree from an accredited college or university or equivalent training/experience is desirable.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Valid California driver's license.

Board Approved: April 1, 1992

Revised: January 14, 1997

Revised: February 9, 1999

Revised: October 8, 2002

Revised: November 3, 2010

Revised: August 10, 2017

Revised: February 10, 2022