

**DIRECTOR OF BUSINESS SERVICES****DEFINITION:**

Under the general direction of the Assistant Superintendent, Business Services, prepare student enrollment projections; supervise the collection of developer fees; ensure compliance with state and regulatory agency requirements; supervise transportation, purchasing, warehouse, food services, print shop, and risk management.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Be responsible for planning and development of demographic projections.
- Develop short-term and long-term enrollment projections for sites and the entire District.
- Review the revision of school boundaries when appropriate and make recommendations for revisions.
- Chair the district's Facility Advisory Council.
- Oversee the student transportation service, including responsibility for the operation and management of the district's transportation fleet and the efficient and sage operation of the transportation facility; monitor budgetary procedures and compliance with applicable state and federal laws; recommend the purchase of new school buses to maintain the fleet and determine when to dispose of older busses; direct the district's "parent pay" transportation program.
- Oversee the print shop service, including responsibility for the operation and management of the district's print shop; monitor budgetary procedures and compliance with applicable state and federal laws; recommend the purchase or lease of new printing and copying equipment; direct the district's printing and copying program.
- Oversee the food service, including responsibility for the operation and management of the district's food service staff and the efficient and sage operation of the food service kitchens and facilities; monitor budgetary procedures and compliance with applicable state and federal laws; recommend the purchase of new food service products and equipment; direct the district's meal program.
- Oversee the purchasing and warehouse service, including responsibility for the operation and management of the district's purchase, bid and contract processes and the efficient and sage operation of the warehouse facility and deliveries; monitor budgetary procedures and compliance with applicable state and federal laws; recommend the purchase of new equipment and disposal of surplus items.
- Oversee the risk management service, including responsibility for the management of the district's property and liability insurances and the efficient and sage operation of the liability claims process; monitor budgetary procedures and financial status of risk management programs and self-insurance funds and compliance with applicable state and federal laws; recommend procedural changes and insurance policy adjustments; direct the district's risk management program.
- Conduct public hearings on designated issues such as boundaries, transportation and food services.
- Provide advice and counsel to the Assistant Superintendent, the District's Cabinet and others on matters relating to the functions of the Business Division.
- Assist in the completion of the Federal E-rate funding application.
- Perform other duties as assigned.

**QUALIFICATIONS:**

Knowledge of:

Principles and practices of school district transportation, maintenance, safety, security, mandated compliance issues, facilities and operation of public schools; principles of management, supervision and training; principles and practices of business systems and operations; applicable state and federal laws governing school districts.

Ability to:

Plan, organize, direct, and supervise diverse and complex business service functions; communicate effectively 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; manage, supervise, motivate and train personnel; establish and maintain effective working relationships.

Experience:

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

Education:

A bachelor's degree from an accredited college or university. Master's degree preferred.

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:

Possession of a valid California Driver's License.

Board Approved: December 1, 1987

Revised: October 8, 2002

Revised: April 6, 2004

Revised and Board Approved: July 16, 2013