

AROMAS-SAN JUAN UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION
CHIEF BUSINESS OFFICIAL

Classification: Classified Management
Salary Level: Classified Management Salary Schedule
Work Year: 224

JOB SUMMARY:

Under the direction of the Superintendent, the Chief Business Official assumes responsibility for District business services and operations, including but not limited to; fiscal planning and management, fiscal oversight of facilities, construction, maintenance and operations, food service, transportation, purchasing, student attendance, safety, and risk management. The Chief Business Official acts as the District's agent in all business matters and maximizes resources devoted to educational services.

SUPERVISOR:

Superintendent

ESSENTIAL RESPONSIBILITIES:

- Plan, organize, control and direct the projects, activities and functions of financial services, operations and risk management/benefits.
- Oversee business operational services such as transportation, warehousing, facilities, food service, maintenance and operations, payroll, purchasing, accounting, budgeting and internal audits to ensure the financial viability of the District.
- Develop, evaluate and make recommendations to the Superintendent, Board of Trustees and others regarding policies and procedures governing the business operations of the District.
- Attend Board meetings, prepare and present agenda and reports to the Board as requested by the Superintendent; interpret financial impact of proposals as necessary.
- Supervise and evaluate the performance of assigned management staff on a regular basis, provide clear constructive feedback to improve staff effectiveness; interview and select highly qualified employees, recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate trainings of subordinates in support of professional learning.
- Attends regular and special meetings of the governing board and others, as assigned.
- Perform related duties as assigned that support the overall objective of the position.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Principles and techniques of leadership, organization, supervision, budgeting, personnel administration, and management.
- Principles, practices, and trends relating to the full scope of school business management and California educational programs pertaining to school districts and county offices of education.
- Laws, rules, regulations relating to school districts business activities.
- Principles, practices, and techniques of program and policy development, implementation, monitoring, and control.
- Generally Accepted Accounting Principles (GAAP)

REQUIRED QUALIFICATIONS CONTINUED:

- Computer-based software such as Microsoft Word, Excel, PowerPoint and other systems used as required.

Ability to:

- Effectively plan, organize, direct, coordinate and evaluate the programs and services of assigned areas of responsibility, including a broad range of diverse functions and responsibilities.
- Make effective decisions and resolve problems affecting complex and sensitive areas and situations, and effectively explain and defend decisions.
- Exercise sound judgment and recognize political and priority implications related to programs and strategies.
- Demonstrate leadership, interpersonal consensus building, and communication skills.
- Establish and maintain effective working relationships with County Office and district leadership, staff, parents, community agencies, individuals and groups.
- Establish priorities and evaluate the effectiveness of programs and services on an ongoing basis.
- Function as a positive, contributing member of an education and administrative team.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to, with reasonable accommodations if necessary: sit or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; hear and speak to exchange information in person and on the telephone, exchange information, and make presentations; see to read a variety of materials and write reports; reach overhead, above the shoulders and horizontally, bend at the waist or kneel to retrieve supplies and other materials.

Education and Experience:

- A Bachelor's Degree in accounting, finance, public administration or business administration from an accredited college or university.
- A minimum of three years of increasingly responsible experience in the management and supervision of school finance and business operations.
- Chief Business Official Certification, preferred.
- Certified Public Accountant or master's degree, preferred.

Licenses and Certifications:

- California Driver's License with evidence of insurability.

WORK ENVIRONMENT:

This position will be an indoor office work environment, visitations to the sites, travel, driving a vehicle to conduct work; daily contact with staff, board members and community members daily, fast-paced work and constant interruptions.