

MODESTO CITY SCHOOLS

JOB DESCRIPTION

SENIOR DIRECTOR-BUSINESS SERVICES

DEFINITION:

Under the direction of the Associate Superintendent, Business Services, plan, organize, control and direct the Transportation, Nutrition Services, Planning and Attendance Accounting functions of the District; direct processing and collection of special taxes and debt services for capital facilities; manage enrollment and facilities planning, property management and real estate matters; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, control and direct the implementation of short and long-range facility master plans; monitor land use development plans and negotiate mitigation of resulting school impacts.
- Maintain and analyze a variety of demographic factors related to community and student population trends; develop short and long-range enrollment projections; collaborate in the development of plans for student housing and staffing calculations; monitor average and specific class sizes to assure compliance with State laws and District contracts.
- Determine, maintain and disseminate information regarding District and school attendance boundaries.
- Direct project planning, approvals and cost sharing agreements with governmental agencies.
- Serve as Chief Administrative Officer for joint powers authorities serving multi-agency elected officials; assure lawful collection of special taxes.
- Serve as District liaison for financing agencies and other outside organizations related to assigned functions; represent the District with governmental agencies related to development proposals and other actions affecting facilities planning.
- Serve as District property manager for District-owned and leased facilities.
- Serve as District California Environmental Quality Act Officer; coordinate the implementation of environmental requirements associated with the development of school facilities.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Provide technical expertise, information and assistance to the Associate Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Develop and prepare the annual preliminary budget for the Business Services Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Drive a vehicle to conduct work as assigned.
- Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Master's degree in business administration, finance or related field and five years business services experience, including some capital finance experience.

Licenses and other Requirements

- Valid California Class C driver's license.
- Must provide DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

DESIRED QUALIFICATIONS:

- Successful experience performing long-range facility planning and generation/management of capital resources.

Knowledge of:

- Principles and practices of municipal management.
- Laws, codes, rules and regulations pertaining to construction, environmental regulations, urban planning and joint powers authorities.
- Real estate practices pertaining to public assets and private transactions.
- Public capital financing.
- Methods of obtaining public funding for special Districts, including bond sales.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Administer, plan, coordinate and supervise the business services established by the Board and State Department of Education.
- Direct and participate in the development of policies, procedures and fiscal decisions.
- Interpret and apply provisions of State Education Code and various regulatory agencies.
- Assemble and analyze data and make appropriate recommendations.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Drive vehicle to conduct work.

Physical Demands: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 11/7/14

Board Approved: 12/8/14

FLSA Status: Exempt