

CENTRAL SCHOOL DISTRICT

Job Title: Assistant Superintendent
of Business Services

Occupational Group: Administration

Reports to: District Superintendent of Schools

Work Year: 224 days

Board Approval: 8/20/1998

Revision: 9/20/2012

DEFINITION

Under professional direction, to plan, organize, direct and manage the District fiscal services and related business service units, including budget planning, fiscal record management, maintenance, operations and food services; to plan, organize, direct and conduct financial projection and fiscally related management report development; to assist in the planning, organization, development and maintenance of the District master operation and development plan; and to do other related functions as directed.

QUALIFICATIONS

Education/Certification:

- Equivalent to the completion of at least a Bachelor of Arts or equivalent degree, supplemented by training and coursework in accounting, economics, personnel management, business management or a closely related field.

Experience:

- Three years of responsible fiscal and operational management experience, including financial analysis, budget planning and preparation, and the management of fiscal records and educational operational units.

Knowledge and Abilities:

Knowledge of:

Principles, methods, procedures and trends pertaining to the management of fiscal and operational management functions and activities; audit, fiscal and operational control, planning and research and development methods, techniques, procedures and strategies; principles, methods, techniques and strategies of modern organization, management and supervision; legal mandates, policies, regulations and guidelines pertaining to educational fiscal and operational management processes.

Ability to:

Effectively and efficiently plan, manage and direct the District fiscal and operational functions and activities; performs internal audits of special funds and major accounts and perform a variety of research and development, statistical, financial and operational analyses; plan, develop, implement and maintain budget planning, fiscal record management, storage and retrieval systems and operational evaluation and control procedures; plan, develop, organize and conduct motivational and team building processes, and train, evaluate and manage the functions and activities of the business service personnel; communicate effectively in oral and written form. understand and carry out oral and written directions with minimal accountability controls; establish and maintain cooperative working relationships.

Assistant Superintendent of Business Services

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ESSENTIAL & REPRESENTATIVE DUTIES – Duties may include, but are not limited to, the following:

1. Plans, organizes, coordinates, directs and generally manages the functions and activities of the fiscal services unit, including budget preparation and control, payroll preparation, fiscal record management, risk management, systems and processes related to the disbursement of funds, and internal account auditing. **E**
2. Plans, organizes, directs and manages the insurance and legal functions and activities of the District. **E**
3. Plans, organizes, coordinates, directs and manages the operational functions and activities of food service, warehouse, maintenance, and operations units, including the allocation of operational time, operational planning and determination of operational effectiveness. **E**
4. Plans, organizes and presents periodic financial statements and operational reports which provide data concerning the District income and expenditure position, and the state of the District operational processes. **E**
5. Performs fiscal analyses, audits, product and service assessments, and budget estimates and projections. **E**
6. Reviews, inspects, analyzes, audits and evaluates the program and performance effectiveness of subordinates. **E**
7. Confers with, advises and counsels subordinates pertaining to unusual and unforeseen problems, issues and concerns, and provides leadership and expertise in the determination of alternative problem solutions.
8. Counsels, confers and advises District, site personnel and members of the educational community pertaining to various operational problems, issues and concerns. **E**
9. Assists in the planning, organization and development of the District fiscal and operational goals and objectives. **E**
10. Provides leadership and expertise in planning, and in the continuous updating and maintenance of the District master operational and development plan. **E**
11. Performs a variety of internal fiscal audits and alerts appropriate management personnel as operational budget accounts and special funding accounts reach predetermined expenditure limits. **E**
12. Plans, organizes, develops, manages and investigates the evaluation of products and services. **E**
13. Directs appropriate bid and acquisition procedures in the procurement of District required materials, supplies, equipment and services. **E**
14. Plans, organizes, develops and maintains an operational information system to ensure an effective and comprehensive communication system. **E**
15. Plans, develops and implements operational procedures and guidelines to ensure an effective and efficient operational mode. **E**
16. Assists in the planning, organization, development and conduct of personnel orientation, staff development and inservice training programs.
17. Assists subordinates in the resolution of conflicts. **E**

WORKING CONDITIONS

Office environment; subject to driving from site to site.

OTHER REQUIREMENTS

Possession of a valid California Motor Vehicle Operator's License and insurability by the District's liability insurance carrier. Must provide, at own expense, a car and a cellular phone for use during the day and in the event of an emergency.

Central School District does not discriminate in employment on the basis of race, color, ancestry, national origin, religious creed, sex, physical handicap (including AIDS), medical condition (cancer-related) age (over 40), sexual orientation, or marital status and is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and California Labor Code 1102.1.