

Job Title: ASSISTANT SUPERINTENDENT BUSINESS SERVICES

**Definition:**

Under the direction of the Superintendent, the Assistant Superintendent, Business Services, plans, develops, organizes, manages, directs, and evaluates the following departments within the Business Services Division: Budget and Accounting, Payroll and Risk Management/Benefits, Switchboard/Reception, Printing Services, Facilities, Construction, Maintenance and Operations, and Purchasing/Warehousing, and Child Nutritional Services. The Assistant Superintendent serves as the Chief Business Official (CBO) for the District, supervises and evaluates the performance of assigned Staff; and to act, when authorized, on behalf of the Superintendent.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Serves as the chief financial advisor to the Superintendent, Board of Trustees, and the District personnel.
2. Aids the Superintendent and Cabinet in identifying and establishing organizational goals, objectives, and in the development of strategies and feasibility planning to ensure achievement on the District's mission.
3. Provides expertise and leadership in the identification, allocation, and management of the organization's monetary and facility resources.
4. Plans, organizes, develops, directs and administers internal operation procedures and standards of performance pertaining to planning, fiscal, and business services related functional activities.
5. Supervises the development and execution of the annual budget and mid year reviews; analyzes and reviews budgetary and financial data; controls and authorizes expenditures and contracts in accordance with established limitations.
6. Serves as the District financial advisor in the collective bargaining process for certificated and classified personnel.
7. Manages the workers compensation, property and liability insurance program, disaster preparation/planning, District Safety Program and health and welfare benefits.
8. Manages business relationships and communicates with other administrators, District personnel, legal counsel, Lancaster City officials, financial advisors, facility consultants, architects and contractors to coordinate activities and programs.
9. Monitors all purchase requisitions to verify approvals, compliance, and availability of funding; manages the coordination and approval process for Civic Center/ facility use/rental program.
10. Ensures compliance for mandated reporting, ie: disclosures, DSA, State and Federal regulations.
11. Attends all Board Meetings, assists the Superintendent in the development of Board Agenda and makes budgetary presentations to the Board.
12. Manages the District's real estate and insurance programs, including coordination of all phases of property acquisition, sales, or lease by the District.
13. Supervises and coordinates the operations of: Budget, Accounting and Payroll, Switchboard/Reception, Printing Service, Facilities, Construction and Maintenance, Operations, and Purchasing/Warehousing, Risk Management/Benefits, and Child Nutritional Services.
14. Oversees the coordination and execution of the annual External Audit.
15. Conducts financial oversight of the charter school authorized by the District.

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16. Facilitates Citizens' Oversight Committee for bond measures.
17. In the absence of Superintendent or designee, perform the duties of the Superintendent as requested.
18. Work collaboratively with other school district representatives to establish and maintain articulation efforts, professional networking and positive inter-district relationships.
19. Clearly articulate and communicate district vision expectations and priorities with staff, parents, and community.
20. Collaborate with district and site personnel, advisory committees, businesses, and community organizations to seek donations, identify and write grants, and explore opportunities for additional funding.
21. Other related duties as assigned.

**Minimum Knowledge, Skills and Ability Knowledge of:**

- Applicable laws, codes, regulations, policies and procedures related to school finance, contract law, and State school building guidelines, liability issues, CALOSHA and other finance related laws.
- Knowledge of rules, regulations, and laws regarding new construction, remodeling and maintenance of permanent and portable structures and employee safety.
- Knowledge of State Standardize Emergency Management System and National Standardized Emergency Management System.
- Procedures, methods, and techniques of organization, management and supervision.
- CA Education Code as it relates to Elementary Education administration and collective bargaining.
- Fiscal records, auditing, and fiscal records management, storage and retrieval systems.
- State and Federal legislative processes, procedures, and persons influencing State and Federal legislation.
- CA school accounting (SACS) and fiscal records management.
- Trends in public administration and/or school administration.
- Assessment and evaluation techniques commonly utilized in determining program and personnel performance effectiveness.
- Human relations process, conflict resolution and coalition building processes, and interest -based bargaining and problem solving techniques/procedures.
- Knowledge of business practices, budget control, budget development, financial and accounting recordkeeping, technology techniques, school district finance, and general office practices.

**Skill and Ability to:**

- The ability to communicate effectively both orally and in writing.
- Manage, lead, and direct functions of a District division.
- Plan, organize, manage, audit, and control the District's monetary resources.
- Demonstrate effective administrative leadership.
  
- Communicate effectively in oral and written form regarding a variety of complex fiscal, educational, organizational, and legal matters.
- Coordinate, plan, develop and execute Disaster Plans, drills and Exercises.

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- Effectively use the construction management, fiscal management, student data management, word processing, spreadsheet, and professional presentation software maintained by the District and LACOE.
- Establish and maintain effective organization, community, and public relationships.
- Coordinate, research, prepare, and make formal presentations to the cabinet, Board of Trustees, Districts Employees, Service Clubs and the Community Forums.
- Motivate staff.
- Use good judgment.
- Maintains professional confidentiality.
- Maintains active membership in a local service club.
- Maintains and improve professional competence by all available means, including joining and participating in local, state, and national educational associations, boards or committees and their activities as well as workshops, visitations and meetings.
- Work harmoniously with school/ District personnel, parents, students, supervisors, and departments.

**Training and Experience:**

- A bachelor's degree in business administration, public administration, accounting, educational administration, financial management or closely related field.
- Comparable work experience evidence and evidence of professional growth within the past five years.
- Minimum of five years experience in a senior management or cabinet-level position.
- Experience dealing with operational planning and fiscal related matters in a school district.
- Experience in supervision and evaluation of personnel.
- A master's degree is desirable as are certifications from CASBO, CASH, and/or ACSA in school business administration, construction management and labor relations.

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp, and manipulate small objects.
- Perform work, which may require sitting for prolonged periods.
- Is subject to inside and outside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- May be required to take and pass a physical examination.
- Will be required to have Live Scan fingerprinting completed and cleared prior to beginning work.
- May be required to work evenings or weekends.
- May be required to attend periodic evening meetings and or travel within and out of the District boundaries to attend meetings.
  
- Must have a valid California drivers license and be insured.

Utilize own vehicle for transportation as needed.**PHYSICAL REQUIREMENT INFORMATION**

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<b>Physical Demands:</b>	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing		X	
Walking		X	
Bending (neck)		X	
Bending (waist)	X		
Kneeling	X		
Reaching		X	
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

	Rarely (0 – 1.5 HPD)	<b>Lifting</b>		Rarely (0 – 1.5 HPD)	<b>Carrying</b>	
		Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)		Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.		X			X	
11 – 25 lbs.	X			X		
26 – 50 lbs.	X			X		
51 – 75 lbs.	X			X		

<b>Mental Demands:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data			X
Organize			X
Write			X
Plan			X
Multi-Task			X

<b>Equipment Use:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone		X	
Copier	X		
Computer		X	
FAX Machine	X		