



SAN GABRIEL UNIFIED SCHOOL DISTRICT

"Our Children's Future is our Mission"

TITLE: Assistant Superintendent – Business Services

JOB GOAL:

To assist the superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services while maintaining the fiscal integrity of the district.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Serve as the District's Chief Business Officer; prepare and present the annual District Budget; administer the District's financial programs within the budget framework; prepare financial reports and documents for the Governing Board; prepare timely and accurate reports to the State and County per legal requirements; conduct financial analysis and make recommendations as appropriate. Directs the District's self-insurance plans for the property, liability and workers' compensation; determine and implement appropriate loss prevention program.
2. Plan, organize, and direct the District's financial services and related functions, including financial planning and budgeting, Accounting and Payroll Departments, Purchasing, Central Attendance, Food Service, Maintenance Operations, Facilities, and Capitol Projects involving modernization/construction and Risk Management.
3. Plan, develop, coordinate, and direct the District's financial and related services to assist the Superintendent in the administration of assigned departments, programs and activities, and to assure efficient and effective financial operations of the District.
4. Administer the District's financial operations specific to facilities planning and building programs; represent the Board in matters of building and real estate, and in matters of business law and legal procedures as they relate to the District's financial operations.
5. Assure compliance with a variety of District policies and county, state, and federal codes; laws and regulations applicable to the risk management, purchasing, and fiscal services functions of the District, as well as fiscal operations across all departments and functions of the District.
6. Supervise and evaluate the performance of assigned staff; assure the timely completion of assigned projects and activities and the maintenance of high standards of quality; supervise the management of the collective bargaining agreement as appropriate to assigned division personnel.
7. Administer the purchase, acquisition, storage, and distribution of supplies, food, equipment, and other materials for the District; assure appropriate inventory and warehouse methods and practices.
8. Conduct and attend a variety of staff and management meetings as required to provide assigned Business Services to the District; assure appropriate inventory and warehouse methods and practices.
9. Assume responsibility for acting as one of the District's signatories concerning financial matters.
10. Attend meetings of the Governing Board of Education, the Superintendent's Cabinet, and other assigned meetings on a regular basis.

11. Must have knowledge and experience with special education and categorical budgets.
12. Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the schools.
13. Serves as a resource person to assist staff in the financial aspects of proposed educational programs as well as the District's negotiation team.
14. Prepare and conduct in-service training for District Administrators regarding budget and fiscal requirements and procedures.
15. Coordinate internal and external fiscal program audits.
16. Directs all fiscal aspects of federal and state programs; assists in developing budgets; issues memoranda on procedures, discusses issues with project coordinators and supervises preparation of financial reports.
17. Performs such other tasks and assumes such other responsibilities as the superintendent may assign from time to time.

This list of essential functions and responsibilities is not exhaustive and may be supplemented as necessary.

QUALIFICATIONS:

1. Bachelor's Degree in Business Administration, Education, or related field
2. Formal training and experience in Accounting, Business/Public School Administration, or related field.
3. Possession of CBO certification from CASBO or equivalent certification from a professional organization desirable
4. A minimum of five (5) years of experience in a responsible position which includes plan operation, business service and finance.
5. Successful experience in a California school district and school site experience is desirable.
6. Knowledge of:
 - Principles and techniques of organization, supervision, budgeting, personnel administration and management.
 - Principles and methods of modern business and fiscal administration as they apply to school finance; provisions of Federal and State law, regulations and Education Code related to school finance and business practices.
 - Audit and fiscal control procedures.
 - Principles, practices, and techniques of program and policy development.
 - Principles of contract administration, business law and risk management.
 - Oral and written communication skills.
 - Effective interpersonal skills.
7. Ability To:
 - Conceptualize, effectively plan, organize, coordinate and direct a broad business management program for the District.
 - Analyze and identify present and potential organizational programs, develop and evaluate alternate solutions, which result in effective plans of action.
 - Prepare and/or present clear and concise reports regarding complex technical information.

- Use positive interpersonal skills to provide effective leadership to staff and to work collaboratively with those contacted in the course of work.
 - Supervise and evaluate the activities of others engaged in various district business activities.
 - Function effectively under pressure.
 - Demonstrate a sense of humor.
 - Understand modernization/construction issues.
 - Provide guidance and give direction to District personnel concerning various phases of individual budgets and business operations.
 - Establish priorities and evaluate the effectiveness of programs and services on an ongoing basis.
 - Exercise tact and diplomacy and recognize political implications in developing and implementing programs and strategies.
 - Effectively communicate both orally and in writing.
8. Such alternatives to the above qualifications as the Governing Board may find appropriate and acceptable.

REPORTS TO AND EVALUATED BY: Superintendent

SUPERVISES: Business Department staff and other staff designated by the Superintendent.

TERMS OF EMPLOYMENT: Twelve month year with 24 days of vacation and 13 holidays annually. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

BOARD APPROVED: _____