



Parlier Unified School District

900 Newmark Avenue
Parlier, CA. 93648 (559)
646-2731
Fax (559) 888-0210

Position Title: Chief Business Officer	Reports to: Superintendent
Funding: General/Categorical Funds	Classification: Classified Management
Salary: Classified Management	Work Year: 225 Days
Adopted: June, 12, 2014	Revised:

DEFINITION:

Plan, manage, organize, control, and direct Fiscal Services, State and Federal Programs, Purchasing, Technology Services, Risk Benefits/Management, Operational Services, Grants Office, and facility construction.

DISTINGUISHING CHARACTERISTICS:

CBO will plan, direct, and administer the business services and fiscal services of the District. The CBO possesses an in-depth knowledge of school business and fiscal services, including Generally Accepted Accounting Principles, budget development, transportation, buildings and grounds, food services, facilities, fund accounting, purchasing, technical services, insurance, payroll, and attendance accounting. Also, the candidate serves as Superintendent in the Superintendent's absence.

REPRESENTATIVE DUTIES:

The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Plans, organizes, administers, and directs the activities and operations of the District to ensure effective and cost-efficient operations
- Supervises and coordinates the activities of the District, including transportation; food services; facility and support operations; procurement, contracts, warehouse operations; renovation, modernization, and new construction; insurance programs; budgeting; accounting; and financial reports
- Establishes and oversees implementation of operating objectives, within the framework of approved policy, for each of the administrative services to ensure their effective support to the educational functions of the District
- Develops and issues standards, procedures, and operating instructions governing the business, financial, and operational services of the District.
- Provides leadership for a positive financial management control operation which, to the extent permitted by the Education Code and other external rules and procedures, establishes a sound basis for professional management of all income and expenditures of the District, and installs and maintains appropriate expense reduction programs in functions and services of the District.
- Reviews, approves, and submits to the Superintendent, through the Superintendent's Cabinet, budgets for schools, officials, divisions, and departments
- Directs the development of budgetary procedures, systems of budgetary review and expenditures control, and budgetary presentation methods to explain the District budget to the Superintendent, Board,

- and appropriate county and governmental officials for approval
- Develop long and short range financial plans to meet both educational and financial goal of the District.
 - Manages and supervises the budgeting process for the District. Facilitates the preparation, administration and execution of the Parlier Unified School District budget.
 - Assists District and site administrators with preparation and interpretation of budget items.
 - Supervise and evaluate the performance of assigned personnel; recommend disciplinary and other personnel-related actions; train personnel in assigned areas.
 - Facilitates line item transfers. Reviews expense requisitions for compliance, analyzes variances and resolves variances with department heads and site management.
 - Interprets and administers the policies, rules and regulations of the Board.
 - Provides technical expertise to management staff for all related budget/financial areas.
 - Perform related duties as assigned by Superintendent or designee.
 - Value innovation, problem solving and financial leadership.

EMPLOYMENT STANDARDS:

❖ Education and Experience:

Minimum:

- A Bachelor's Degree in a business related field, **OR** a combination of education and experience appropriate to the position; **AND**
- Evidence of seven years increasingly responsible management experience in a school system or the equivalent.

Licenses and other requirements:

- California Drivers License

❖ Knowledge of:

- Planning, organization and direction of business, finance, human resources, technology, and instruction-related services.
- Business management principles and processes.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of management.
- Applicable laws, codes, regulations, policies and procedures.

❖ Ability to:

- Plan, organize and administer a wide variety of major organizational units involving
- business, finance, human resources, technology, and instruction.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Develop, modify and direct the implementation of budgetary control and accounting systems.

PHYSICAL CHARACTERISTICS:

- Sitting for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read a variety of financial documents.

PERSONAL CHARACTERISTICS:

- Must be able to exhibit a pleasant, cooperative attitude producing positive results when interacting with staff, students and faculty.
- Must be able to maintain a calm behavior under pressure
- Able to take direction from more than one person.
- Flexible to changing needs and schedules.

WORKING CONDITIONS:

- ❖ **Environment:** Office environment; driving a vehicle to conduct work.
- ❖ **Hazards:** Contact with dissatisfied or abusive individuals..

Parlier Unified School District does not allow discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived race, color, ancestry, nationality/ national origin, immigration status, ethnic group identification/ ethnicity, age, religion, marital status/ pregnancy/ parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, medical information or association with a person or group with one of more of these actual or perceived characteristics. For questions or complaints, contact the District Equity Officer: Scott Griffin, (Human Resources Director); 900 Newmark Ave. Parlier CA 93648. Phone: (559) 646-2731 Email: scott.griffin@parlierunified.org; and Title IX Compliance Officer: Scott Griffin, (Human Resources Director); 900 Newmark Ave. Parlier CA 93648. Phone: (559) 646-2731 Email: scott.griffin@parlierunified.org