



## **EAST WHITTIER CITY SCHOOL DISTRICT MANAGEMENT POSITION DESCRIPTION**

### **JOB TITLE: ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES**

#### **Job Purpose Statement/s**

Under the direction of the Superintendent, the Assistant Superintendent of Business Services performs a variety of professional administrative duties related to the management, control, and evaluation of Business Services Operations and Facilities Services Departments; ensures compliance with District policies and State and Federal laws and regulations; supervises and evaluates the performance of assigned staff; and performs related duties as assigned.

#### **Essential Job Functions:**

- Serves as a member of the Superintendent's Cabinet to maintain top level communication on all matters related to the successful operation of the Business Department and government mandates.
- Supervise and evaluate the activities of the workers engaged in activities associated with department functions.
- Plans, organizes, administers, and directs the activities and operations of Administrative Services Operations and Facilities Services Departments, including budget preparation and control, payroll preparation, attendance accounting, fiscal record management, risk management, warehousing, communications, nutrition services, systems and processes related to the disbursement of funds, and internal accounting, auditing to ensure cost effective operations.
- Provides advice and counsel to the Board of Education, Superintendent, District, Management Team and others on all matters relating to the business services functions of the District.
- Oversees, supervises and monitors the Maintenance, Operations and Facilities Services Department and modernization projects.
- Directs the development of Board policies related to the District's financial operations and business functions.
- Prepares and administers the District's budget and ancillary State and Federal financial reports.
- Coordinates and manages all matters related to the external auditing of all fiscal aspects of programs and offices in the District.
- Attends Board of Education meetings and advises as to the business responsibilities and liabilities of the District.
- Oversees and manages various District contracts and maintains records covering programs of the District.
- Interprets the Business Services program and the budgets to staff and community.
- Proposes fiscal measures to maximize resources allocated to the instructional goals of the District.
- Interprets and ensures compliance with Federal, State and District regulations and policies related to Business and Facilities Services.
- Serves as resource and member of the Management Team in the collective bargaining process.
- Initiates a thorough analysis of factors which impact District operations from both short and long range perspectives.

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- Analyzes recent and pending legislation impacting education and/or funding, in conjunction with Local, and State entities.
- Assists in lobbying activities on behalf of the District.
- Provides professional learning for District staff in order to maintain adequate business, financial and purchasing procedure and controls.
- Supervises, trains, evaluates and disciplines Fiscal Services, Budget, Purchasing, Warehouse, Nutrition Services, Maintenance, Operations & Facility Services, Duplicating and Communications employees; ensures the timely completion of assigned projects and activities and the maintenance of high standards of quality.
- Interviews and recommends the selection of Directors and other staff as needed, recommends transfers and terminations and reviews salary increases; prepares disciplinary action reports.
- Develops, maintains and monitors procedures to ensure the accurate and efficient processing of financial transactions and to maintain adequate internal controls and compliance with policies, procedures and legal requirements.
- Oversees the purchase, acquisition, storage and distribution of supplies, food equipment and other materials for the District; ensures appropriate inventory and warehouse methods and practices.
- Administers the Food Services program; ensures compliance with health and sanitation and the nutritional value of food items prepared and served in District schools.
- Supervises the preparation of a variety of complex Federal, State and Local financial and statistical reports as required.
- Researches and analyzes financial data in areas where information is required to assist District and site administrators.
- Communicates with State, County and District departments and personnel to provide information, request information and resolve issues.
- Communicates with various financial institutions concerning District banking arrangements and various financing instruments. Prepares materials required to obtain Tax and Revenue Anticipation Notes.
- Administers the District's Bond projects related program items.
- Works cooperatively with others.
- Performs other related duties as assigned.

**Job Requirements – Qualifications**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and Experience Requirements:**

- A bachelor's degree from an accredited institution supplemented by university training and coursework in accounting, business management, personnel management, economics, or closely related field is required.

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- Experience working as a public school Business official required. Experience working in municipalities or administrative public agencies preferred.
- Desirable - A master's degree in Business Administration/Educational Leadership or closely related field or CBO Certification.

**Knowledge and Abilities:**

**KNOWLEDGE OF:**

- Principles of organization.
- Fiscal Management.
- Bond Project Management.
- Systems Analysis and Budgeting.
- Staff Development.
- School District Accounting and Auditing.
- California Education Code, Employment Law, Labor Code, applicable Board Policies, and relevant PERB decisions.
- Collective bargaining protocols and procedures.
- Modern office practices and procedures.
- Standard business software, including word processing, spreadsheets and graphics.
- English usage, punctuation, spelling, grammar, and math.
- Routine recordkeeping and filing procedures.
- Effective methods of personnel administration.
- Effective oral and written communication skills.

**ABILITY TO:**

- Create and maintain working relationships and credibility with administrators, employees, and community.
- Supervise and train personnel.
- Show resourcefulness, initiative, integrity, and discretion.
- Compile data, prepare and edit reports.
- Schedule and prioritize projects without supervision.
- Assume responsibility and exercise discretion and judgement in handling confidential materials.
- Attend daytime and evening meetings and hearings in and outside of the district.
- Effectively problem solve issues as they arise.
- Work successfully in a culturally and linguistically diverse environment.
- Effectively, technically and tactfully communicate in both oral and written forms.
- Interface effectively with supervisor.
- Work effectively and have an up to date knowledge of computers and specialized technology utilized in accounting, data analysis, and strategic planning.
- Identify entrepreneurial approaches that can generate new revenues and reduce costs.
- Consistently follow an assigned schedule, timelines and direction.

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**Working Conditions:**

**ENVIRONMENT:**

*The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Indoor/outdoor environment.
- Subject to driving to off-site locations to conduct work.

The noise in these environments is quiet to loud depending upon the activity in the particular part of the day.

**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 in person and on the telephone; seeing to read, perform assigned duties; demonstrate sufficient physical mobility to move and engage in physical work; dexterity of hands and fingers to operate various equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store items; ability to lift up to 25 pounds.

**Licenses, Certifications, Bonding, and/or Testing Requirements:**

- Criminal Justice Fingerprint Clearance.
- Valid California Driver's License.
- Insurability by the District's liability insurance carrier.
- Tuberculosis Clearance.

**Reports to:** Superintendent of Schools

**Work Year:** 12 Months

**Salary Placement:** Assistant Superintendent Salary Schedule - \$153,420 – 201,891

**Evaluation:** Performance of this position will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Management Personnel.

Board Approved: September 11, 2017