



1620 Huntington Drive
Duarte, CA 91010
Phone (626) 599-5000
Fax (626) 599-5069

**BOARD OF
EDUCATION**

Kenneth Bell
Ceci Carroll
Reyna Diaz
Dr. James Finlay
Jacqueline Ku

SUPERINTENDENT
Gordon Amerson, Ed.D.

POSITION: ASSISTANT SUPERINTENDENT-BUSINESS SERVICES

DEFINITION

Under the general direction of the Superintendent, to serve as the Assistant Superintendent –Business Services official of the District; to plan, organize, direct, and manage the District fiscal services and related business service units, including budget planning, fiscal record management, purchase and warehousing, food services; to plan, organize, coordinate, direct, and conduct financial projection and fiscally related management report development; participate as a member of the Superintendent's Cabinet assisting in the formulation of policies relating to the business and financial operation of the District and do other related functions as directed.

EXAMPLES OF DUTIES

Direct and coordinate the Business Services, including accounting and data processing, purchasing and warehouse, food services and maintenance and operations.

Direct and coordinate preparation of the annual budget for approval and adoption by the Board of Education and administer the District's financial program within its framework.

Assist the Superintendent in the development of business policies, procedures and programs for the District.

Serve as resource to assist staff in the financial aspects of proposed educational programs, identifying revenues necessary to implement programs as they are developed.

Direct the program of school plant expansion, alterations, modification and maintenance.

Administer the District's insurance programs, sales of sites, and destruction of records.

Coordinates School Board elections.

Direct and coordinate the work of personnel assigned to the Business Departments; evaluate immediate subordinates and review evaluations of personnel within the organization responsibilities.

Participate as a member of the Superintendent's Cabinet and serve on negotiation teams.

Attend and participate in Board of Education meetings and State, County and area meetings.

Hold membership in professional organizations as required; exercise leadership in community and civic organizations.

Provide special assistance in other areas at the discretion of the Superintendent.

KNOWLEDGE AND ABILITIES:

Principles, procedures, trends and development of good business administration management, budgeting, accounting, auditing and payroll processing.

Methods of inventory control.

Basic financial analysis and research procedures.

Application of data processing.

Planning, programming, accounting and budgeting systems.

Problem solving and work simplification techniques.

Collective bargaining and negotiating techniques.

Applicable sections of State Education Code and other applicable laws.

Principles and practices of administration, supervision and training.

ASSISTANT SUPERINTENDENT-BUSINESS SERVICES-(Continued)

ABILITY TO:

Administer, direct and coordinate Business Services involving financial management of the District, budget and financial records control and the Business Services activities. Participate as a member of the Superintendent's Cabinet assisting in the formulation of policies relating to the business and financial operation of the District.

Effectively interpret and apply provisions of State Education Code and various regulatory agencies.

Assemble and analyze data and make appropriate recommendations.

Plan, prepare and implement innovative actions.

Prepare and make clear and concise written and oral reports and presentations.

Provide guidance and direction to managers and other school personnel concerning various phases of their individual budgets and business operations.

Train, supervise and evaluate personnel.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: completion of a baccalaureate or higher education MBA/CPA highly desirable, business management, personnel management, economics, and/or closely related fields and five years of increasingly responsible professional fiscal and operational management experience in a school district, or related school administrative experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and use of a personal automobile.