

MONROVIA UNIFIED SCHOOL DISTRICT JOB TITLE
Position Description

TITLE:	Assistant Superintendent Business Services	CLASSIFICATION:	Non-Represented Classified Senior Management (EC45100.5)
SERIES:	Assistant Superintendent	FLSA:	Exempt
WORK YEAR:	12 months		
DEPARTMENT:	Business Services	SALARY:	Range 66.5 of Management Salary Schedule
REPORT TO:	Superintendent	BOARD APPROVAL: CABINET REVISION:	

ASSISTANT SUPERINTENDENT, BUSINESS SERVICES

DEFINITION: Under the direction of the Superintendent, plans, organizes, manages, directs and supervises the personnel, functions and activities of the Business Services Division, including budget development and monitoring, financial accounting, payroll, attendance, purchasing and warehouse operations, risk management, technology, transportation, nutrition services, legislative review and monitoring and support for the District's collective bargaining functions. Performs other related work as required. This position reports directly to the Superintendent.

Experience:

- A minimum of five years of increasing responsibility and professional experience in accounting, auditing, budget analysis, facilities planning and business management in California K-12 school districts or equivalent experience
- Three (3) years of successful district-level leadership or equivalent experience
- Demonstrated experience with school budgeting and finance
- Successful experience with leadership and responsibility for multiple departments
- Effective supervisory, organization, and evaluation of personnel within an education business environment
- Experience in new facilities construction, modernization and maintenance
- Experience in collective bargaining and union contract management

Education:

- Bachelor's degree from an accredited four-year college or university required.
- A Master's Degree in School Business Administration and/or CBO Certification desirable.
- A Valid California Administrative Credential. Desired but not required.
- Possession of Valid Certified School Business Official Certificate with "E" designation issued by the California Association of School Business Officials (CASBO) is preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages, directs, organizes, and administers the business, technology, financial, and risk management operations of the district as well as current and future infrastructure needs
- Supervises, with the assistance of Directors/managers, the overall operations of Fiscal Services, Payroll, Technology, Procurement, Risk Management, Maintenance, Operations, & Transportation, and Food Services
- Directly supervises and evaluates the Risk Manager, Chief Technology Officer, Fiscal Services, Food Services, Director of Procurement and Maintenance, Operations & Transportation
- Supervises the evaluation procedures in assigned areas or evaluates where authorized and participates as needed
- Participates in the selection of assigned Directors and personnel; provides coaching, counseling, and individual development as a leadership function
- Assists the Superintendent and Cabinet in identifying and establishing long-range plans and annual goals and objectives in support of the District's mission and vision and in partnership with the Board of Education.
- Assists in the general planning, organization and management of the District
- Monitors policies and regulations in the business, fiscal, facilities, food services/child nutrition and health areas; amends existing policies/regulations, and deletes obsolete or inappropriate policies/regulations
- Stays current on all laws, rules, regulations, and interpretations of law regarding District entitlement to federal, state, and local monies
- Supervises the development and execution of the annual budget and interim reviews; analyzes and reviews budgetary and financial data; authorizes expenditures and contracts in accordance with established limitations
- Oversees the strategic planning and development of food services, maintenance and operations, and transportation services
- Responsible for the general liability, property and casualty risk management program
- Reviews past and current revenue and expenditure trends; prepares the District multiyear projections
- Coordinates short and long-range enrollment and average daily attendance projections for the District; coordinates staffing needs with Human Resources
- Serves as a resource and provides financial analyses and data as required for District negotiations
- Provides the Superintendent and the Board of Education with budget reports as requested; informs and advises the Superintendent and Board of Education on all matters concerning the fiscal status of the District, informing them immediately of any concerns he/she may have in regard to budgetary or other financial items.
- Coordinates all aspects of the District's bond financing and investment programs
- Manages the district's real estate properties, including coordination of all phases of property acquisitions and/or sales
- Responsible for supervision of bond funds and associated modernizations, capital improvements, maintenance and construction projects
- Manages the property and liability insurance program, disaster/emergency preparation and safety program
- Assists with the health and welfare benefits for District employees; makes recommendations to the Superintendent regarding District insurance programs
- Develops, maintains and reviews contracts, agreements, leases, and other legal documents
- Manages business relationships and communicates with other administrators, District personnel, legal counsel, city officials, financial advisors, facility consultants, architects, and contractors to coordinate activities and programs
- Coordinates and manages all matters related to the external auditing of all fiscal aspects of

programs and offices in the District. Directs the District's internal audit activities

- Supervises data processing procedures to provide management information, evaluation techniques and long-range forecasts
- Plans, assigns, reviews and evaluates the quality of work of professional, technical and clerical employees
- Attends, participates and speaks at community and professional meetings, conferences or conventions and serves as a District representative to such functions
- Communicates with other administrators, District personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information
- Maintains excellent technical skills, including use of up to date technology, software applications, computers, and other office equipment
- Performs a variety of office and administrative functions including responding to phone calls, emails, other correspondence, and the press, providing information to the public, and related activities
- Represents the District at county, area, or state meetings as directed by the Superintendent
- Attends all meetings of the Board of Education and serves on the Superintendent's Executive Cabinet
- Performs related duties as assigned by the Superintendent

KNOWLEDGE OF:

- Governmental accounting, budgeting, and purchasing principles and practices; contract management
- Audit and fiscal control procedures
- Applicable federal, state, and local laws, procedures, and policies related to school districts
- Financial Analysis and projection techniques
- California school facilities processes and procedures

ABILITIES AND SKILLS:

- Plan, organize, control and administer District-wide accounting operations and activities including the preparation, development, monitoring, reviewing, processing, analysis, maintenance and adjustment of District budgets, funds, and accounts
- Communicate effectively both orally and in writing
- Interpret, comprehend, apply and explain rules, regulations, policies, procedures and legislation
- Utilize interpersonal skills using tact, patience and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques
- Work independently with little direction
- Plan and organize work to meet schedules and timelines

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, ability to lift and carry 10 pounds, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the position.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The noise level in the work environment is usually moderate.

- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- May be require to work evenings and weekends.

*Will be required to have Live Scan fingerprinting complete and cleared prior to beginning work.